ISIS/ CAPITAL OUTLAY BUDGET DEVELOPMENT SYSTEM USER GUIDE

Release 1.0
May, 1999

GENERAL

INTRODUCTION

The Capital Outlay Budget Development System (BDS) is a custom developed, windows based, client-server application supporting the capital outlay budget preparation/execution process. As in most window applications, fields that are gray are protected and not editable. Fields that are white are editable.

BDS security was implemented at three levels: (1) Application level security determines who can log on to BDS, (2) Window level security determines who can access a specific window, and (3) Object level security determines what window /window field functions a user may perform. For instance, during the budget execution interval, Facility Planning and Control Accounting can edit funding requests until the funding request reaches the Pending OSRAP Approval stage. When this stage is reached, FPC Accounting has only view access to this funding request. Though OSRAP would have edit capability, security would limit the fields they could change.

BDS functions include development of the Capital Outlay Bill, inclusion of legislative amendments, and the interface of capital outlay appropriations to AFS, the state's financial system. Requests for Capital Outlay funds are interfaced from the Capital Outlay Request Tracking System (CORTS), and/or input directly into BDS by Facility Planning and Control analysts. After extensive analysis and consideration, the Capital Outlay Bill is prepared as an output report from BDS.

Legislative amendments to the Capital Outlay Bill are entered via windows to BDS. After all amendments and vetoes are entered, BDS is balanced to the promulgated Capital Outlay Act.

Users such as Facility Planning and Control, Military, and Department of Transportation and Development process the enacted appropriations via specific windows and a BDS/AFS interface to the state's financial system for projects they will administer.

An alternate BDS database which contains point-in-time views of the budget process is used by the Legislative users to prepare possible amendments and to track changes in requested amounts and budget recommendations.

The BDS database is a relational database. Table values not available on the windows are accessible to the users only via Infomaker, a reporting tool.

The terms 'Request' and 'Project' are used interchangeably in BDS. A 'Request' becomes a 'Project' when it is included in the Capital Outlay Act. Up until it is enacted or excluded from the Capital Outlay Act, it is referred to as a 'Request'

BUSINESS PROCESS

In July of each year, Facility Planning and Control mails a memorandum to each state agency, port authority, police jury, municipality, school board, and legislators which points the recipients to Info Louisiana internet pages for the Commissioner of Administration's capital outlay request guidelines and Capital Outlay Request Tracking System (CORTS) forms.

In response to these guidelines, Budget Units/Political Subdivisions prepare Capital Outlay Budget Requests to be considered for the following fiscal year. After completing the forms downloaded from the internet, requests are submitted via a diskette and three hard copies to Facility Planning and Control. In addition, hard copies of the requests are submitted to the Legislative Fiscal Office, Joint Legislative Capital Outlay Committee, House Committee On Appropriations/House Ways and Means Committee, Senate Committee on Finance, and Senate Committee on Revenue and Fiscal Affairs.

State Law requires requests to be submitted by November 1, in order to be considered for inclusion in the next year's capital budget. However, requests submitted after November 1, may be included in the Capital Outlay Bill if the project meets all of the applicable requirements except time of submission and if: the project is an economic development project recommended in writing by the Secretary of the Department of Economic Development; or is an emergency project recommended in writing by the Commissioner of Administration; or the project has been approved by the Joint Legislative Capital Outlay Committee.

CORTS data received on individual diskettes is transferred to a central database for uploading to the Budget Development System (BDS) via the CORTS/BDS interface, a one way data transfer process. The FPC analysts will enter requests not included in CORTS directly into BDS via BDS windows. These will include requests from government entities that do not have access to the internet or do not have PC's.

Once all requests are in BDS, the recommendation/rejection of the request, funding source, priority code, and the cost of the project are then entered by the FPC analysts into the BDS. This is referred to as "recommended" data. "Recommended" data is not considered to be public information until the "Governor's Preliminary Capital Outlay Recommendations" are released to the Legislature. The analysts are also able to make changes to "Requested" data as directed by the submitting agencies. This information is public and is made available to legislative users.

During the months of January and February, the Capital Outlay analyst and the Director of FPC conduct hearings with agency heads to provide a preview of the approved requests; and prepare preliminary recommendations for the Governor's review.

The Governor reviews the Division of Administration's Capital Outlay recommendations and has the "Governor's Preliminary Capital Outlay Recommendations" document prepared by the FPC Analyst using data from BDS. Prior to convening of each regular session of the Legislature, and not later than March 1, the Governor must submit to each house of the legislature and the Joint Legislative Committee on Capital Outlay the "Governor's Preliminary Capital Outlay Recommendations".

After consideration of the recommendations made by the Joint Legislative Committee on Capital Outlay, the Governor submits any changes to the FPC analysts as final input to BDS for preparation of the Capital Outlay Bill, Omnibus Bond Bill, and the Concurrent Resolution.

Production of the Capital Outlay Appropriations Bill is currently accomplished using a Word Perfect document generated through the BDS Reports Menu. The FPC analyst uses a matrix to format the document and then adds additional data via Word Perfect.

The bill is presented to the Legislature by the eighth day of the legislative session.

Currently, the Legislature does not utilize BDS to record amendments to the Capital Outlay Bill. The FPC analysts have the responsibility for inputting amendment data into BDS.

To fully utilize the BDS project tracking capabilities, amendments should be entered by committee report. If input this way, BDS can be utilized to view changes to the project at any stage in the legislative process. Due to time constraints, however, amendments can be input as net amendments by comparing the Capital Outlay Bill with the Capital Outlay Act and recording the net difference for each project on the two documents.

Pertinent amendment data is recorded on forms that are used to support input into BDS and to enhance the balancing process. After amendments are input, reports are run and compared to the Capital Outlay Act to insure that the data in BDS and the details on the Capital Outlay Act are in agreement prior to 'Submitting' the amendments.

Prior to being 'Submitted', amendments can be edited as many times as necessary or deleted. After 'Submission', the amendments recorded in BDS cannot be changed.

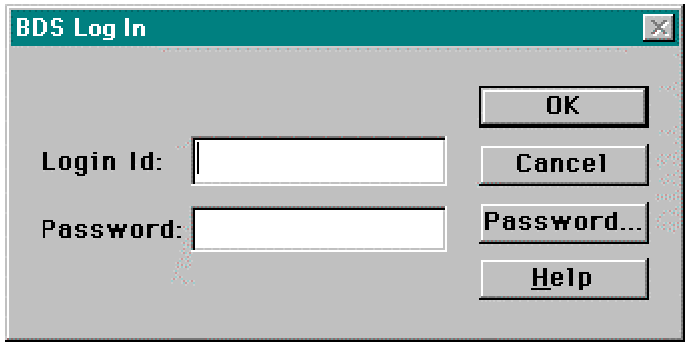
After the data in BDS has been balanced with the Capital Outlay Act and all amendments submitted, the process to set up the appropriations in the state financial system can begin. Funding Requests are used to create the AP documents for the interface to AFS, the state's financial system and may be initiated by the FPC analysts or Accounting personnel of the administering agencies. The administering agencies are the entities that actually get the appropriations rather than the submitting agencies. The FPC analyst determines the administrative agency for each project during the budget preparation phase.

The funding requests are processed through stages that require specific approvals from the Office of Planning and Budget, Office of Statewide Reporting and Accounting Policy, and the State Treasurer's Office to advance the funding request ultimately to the state’s financial system as an AP document which establishes the appropriation.

Funding requests are added one at a time through the budget execution windows with the exception of those enacted projects with cash mof’s. Funding requests for all cash mof’s are created when the FPC analyst clicks the Enacted Cash command button on the Select Capital Outlay Funding Request window. The funding amounts for enacted cash funding requests are not editable which allows all the funding details with the exception of the appropriation structure be copied from the database. Since all bond mof’s may not be funded and bond/supplemental funding amounts are editable, funding requests for projects with bond mof’s and all supplemental funding request types must added one at a time.

Until the appropriation is established in the financial system, contracts cannot be let and funds cannot be expended.

BDS LOGIN



Purpose: Clicking on the BDS icon on the user's desktop will display the login window and is the first step in accessing the BDS application. The user must then enter a current, correct userid and password to progress to the next step.

Fields: Login Id--The login id's used in BDS are alpha-numeric and compatible with all other ISIS applications.

Password—can be alpha-numeric, but must be at least six characters. Passwords expire every 90 days and must be changed.

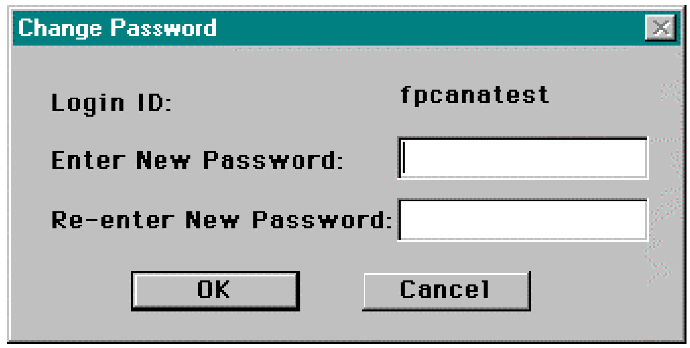
Command Buttons: OK—if a current, correct userid and password have been entered, clicking OK will open the BDS application and display the BDS Main Menu. If an incorrect userid and/or password have been entered, an error message will display advising the user to check the userid and password and try again. If the password has expired, a message will advise that the password has expired and will open the popup window to change the password.

Cancel—cancels the login attempt and returns to the desktop.

Password—after entering a correct userid and password, clicking this button opens the password popup and allows the user to change the password.

Help—the help function has not been developed.

CHANGE PASSWORD



Purpose: This window allows the user to change the BDS password (minimum six characters). The window is opened by clicking on the Password command button on the BDS Login window or by clicking on the OK command button after entering an expired password when attempting to login to the BDS application.

Fields: Login ID: --displays the login id entered on the BDS Login window. Not editable.

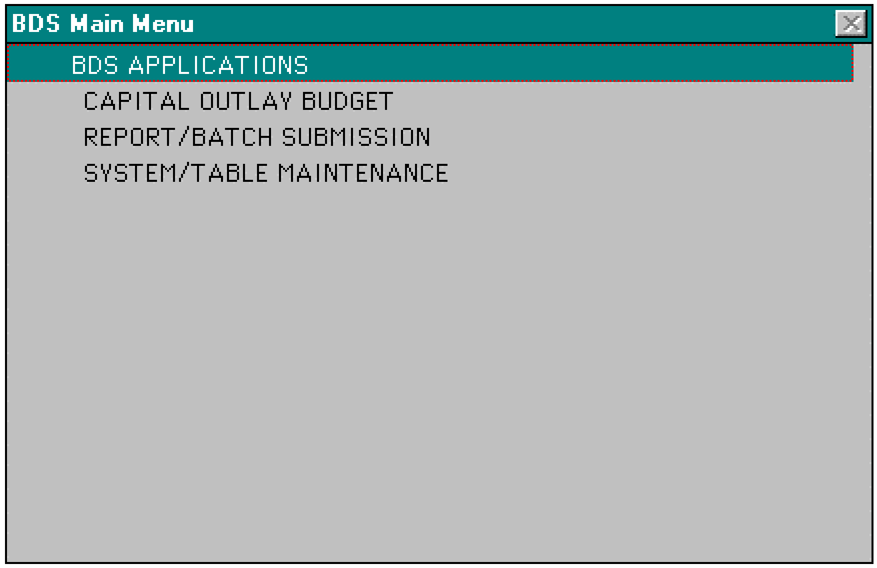
Enter New Password—user enters new password. Must be entered in lower case or an error message will be received advising the user to try again after checking the userid and password.

Re-enter New Password—user confirms new password by re-entering it again. The password must be exactly the same as entered in the Enter New Password field or an error message will be received and the process will have to be repeated.

Command Buttons: OK—saves new password and opens the BDS Main Menu or produces an error message if the passwords in the edit fields do not match.

Cancel—cancels the change password attempt and returns to the BDS Login window.

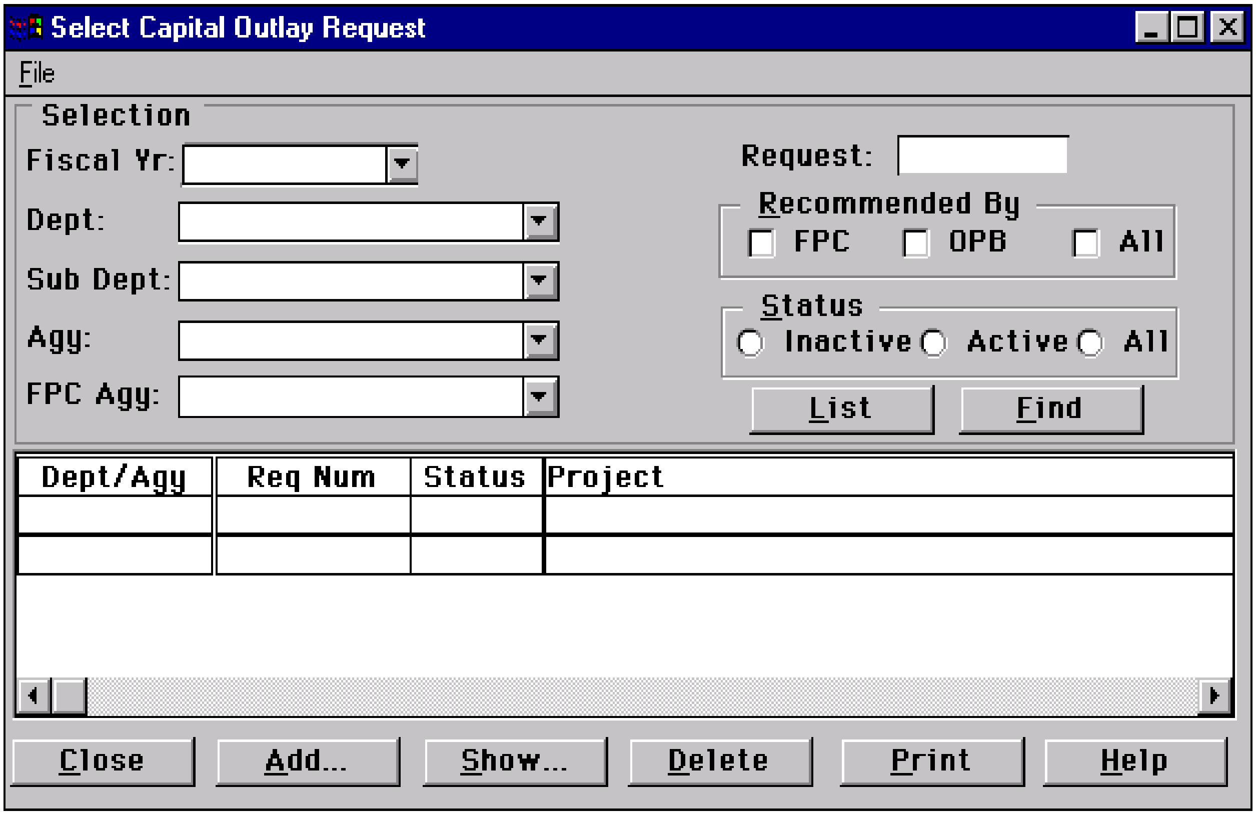
BDS MENUS



Purpose:

The BDS Main Menu is the first window displayed after the initial login routine is accomplished. Selecting one of the menu items shown on the BDS Main Menu will open sub menus, which will allow the user to open application windows. The menu/sub-menu options displayed are based on the security group to which the user belongs. For instance, the FPC analyst would have the options shown in the example above while the menu displayed for the Legislative user login id would have only the Capital Outlay Budget option.

BUDGET DEVELOPMENT-- SELECT CAPITAL OUTLAY REQUEST



Purpose: The user will open this window via the BDS Main Menu. The primary users are Facility Planning and Control analysts. The fields on the window allow the user to filter the selection process from all requests in a department for a specific fiscal year to a single request in a specific fiscal year without regard to organization. This window opens the Modify Capital Outlay Request window for the purpose of Adding, Modifying, or Viewing capital outlay requests.

Drop Down Menu: File-Commit:
Timely Requests—commits capital outlay requests received by the statutory due date to the timely request table in the alternate view database for legislative users.
Prelim Recommended—commits the capital outlay requests with preliminary recommended funding to the prelim recommended table in the alternate view database for legislative users.

Executive Budget—commits capital outlay requests with recommended funding details that are shown in the published Governor's Executive Budget to the executive budget table in the alternate view database for legislative users.

Original Bill—commits capital outlay requests with the funding details that are shown in the original Capital Outlay Bill to the original bill table in the alternate view database for legislative users.

Enacted—commits capital outlay projects enacted funding details that are shown in the enacted Capital Outlay Act to the enacted table in the alternate view database for legislative users.

Supplemental Bill—commits capital outlay requests with the funding details that are shown in the Supplemental Capital Outlay Bill to the supplemental bill table in the alternate view database for legislative users.

Supplemental Enacted—commits capital outlay projects with funding details that are shown in the enacted Supplemental Capital Outlay Act to the supplemental enacted table in the alternate view database for legislative users.

Fields:

Fiscal Year—user selects fiscal year for the request to be added, modified, or viewed. Defaults to the budget year (current fiscal year + 1). Fiscal year is a required field for the selection/addition process.

Dept—user selects the department for requests to be listed. Minimum criteria include fiscal year and department or fiscal year and request number.

Sub Dept—enabled only if department selected has sub departments. User may select sub department, if applicable, of the department selected. Further filters the requests to be listed.

Agy—enabled when department and sub department is selected. User may select an agency of the department selected. List will be populated only with agencies applicable to the selected department. Further filters the requests to be listed.

FPC Agy—enabled if agency selected has further breakdown into fpc agencies. User may select the fpc agency to further filter the requests to be listed.

Request—if known, the user may enter the request number to be listed after selecting fiscal year to list a specific capital outlay request.

Check Boxes:

Recommended By—filters the requests to be listed. This control allows the FPC analysts to select requests based on whether the request has FPC and/or OPB recommendations.
FPC—checking this box would filter the requests to be retrieved to include only those requests recommended by FPC architects and engineers.
OPB—checking this box would filter the request to be listed to include only those requests recommended by OPB budget analysts.
FPC/OPB—checking both boxes would filter the requests to include only those requests recommended by both FPC and OPB.
All—checking this box would list all requests.

Radio Buttons:

Status—filters requests to be listed by status. Only one status can be selected.
Inactive—default value. This option would list requests that are inactive (not recommended/enacted).
Active—filters selection to include only active (recommended /enacted) requests.
All—filters selection to include all requests for the department, agency, etc.

Command Buttons:

List—After completing selection process, user clicks this command button to populate the data window with the requests matching the selection criteria.

Find—this control opens a pop up window that allows the user to locate a request(s) by title using a word or group of words as the key.

Close—closes the window and returns to the main menu.

Add—opens the Add/Modify Capital Outlay Request window for the purpose of adding a capital outlay request. Infers the fiscal year.

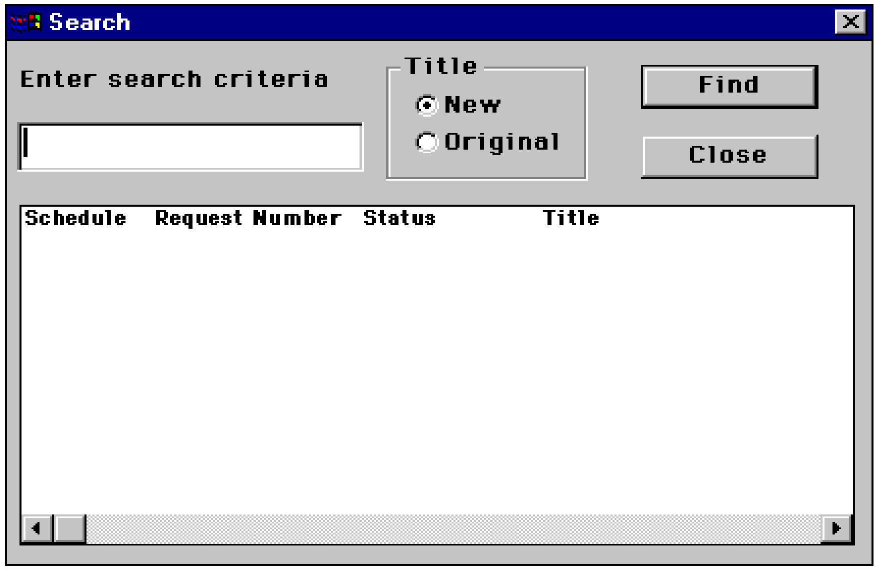
Modify/Show—opens the Add/Modify Capital Outlay Request window and passes the id of the request that has been highlighted in the display data window. Passing the id enables the system to populate the fields on the opening window with details applicable to the selected request. If the user is an FPC analyst, the button will display modify and the data may be edited. If another user group, only view capability will allowed.

Delete—allows the user to delete a request that is from the current budget fiscal year and whose status is ‘inactive’.

Print—not in use at this time. When completed, will print the CORTS document for the selected request.

Help—this function has not been developed.

BUDGET DEVELOPMENT--SEARCH



Purpose: This window performs a search function that allows the user to locate requests by using all or part of the request title. The window is opened by clicking on the 'Find' command button on the Select Capital Outlay Request window.

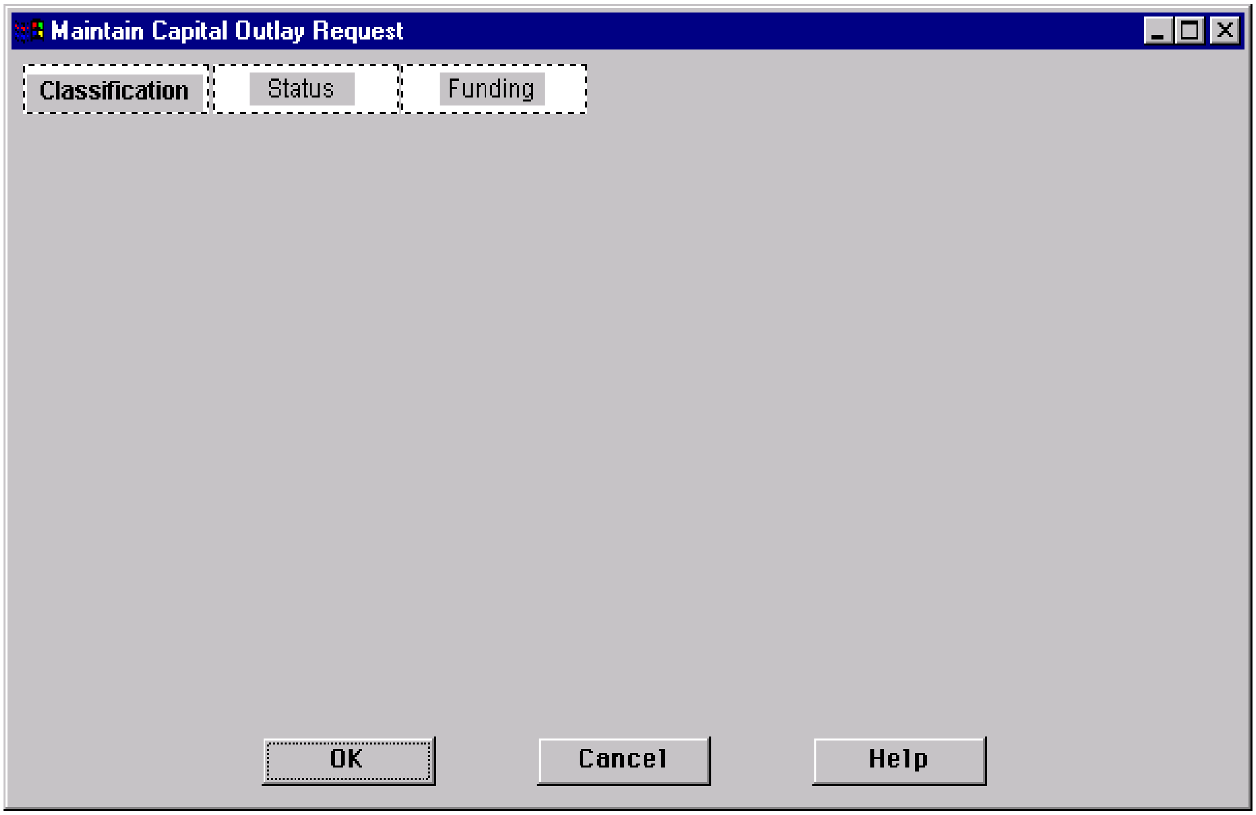
Fields: Enter search criteria—user may enter all or part of the request title to list a request.

Radio Buttons: Title—determines which title column on the project table will be searched.
New—default option. Indicates that the search will be conducted from request titles in the New Title column on the project table.
Original—this option indicates that the search will be conducted from the Original Title column on the project table.

Command Buttons: Find—displays the request(s), which contain the word(s) in the selection criteria, field.

Close—returns to the Select Capital Outlay window. If the user has highlighted a request listed in the data window, the highlighted request will be displayed on the Select Capital Outlay window when opened.

BUDGET DEVELOPMENT--MAINTAIN CAPITAL OUTLAY REQUESTS



Purpose:

This window is used to add, modify, or view capital outlay requests. The permissions allowed by the user's security group profile determine add/modify or view capability when the window is opened from the Select Capital Outlay Request window.

The window is made up of three tabs: Classification, Status, and Funding. Upon opening, the Classification tab is the default display, however the user may select a different tab by clicking on the desired tab displayed at the top of the window once the window is opened. The view shown above displays only the tabs and the fields common to all three views of the window.

Command Buttons:

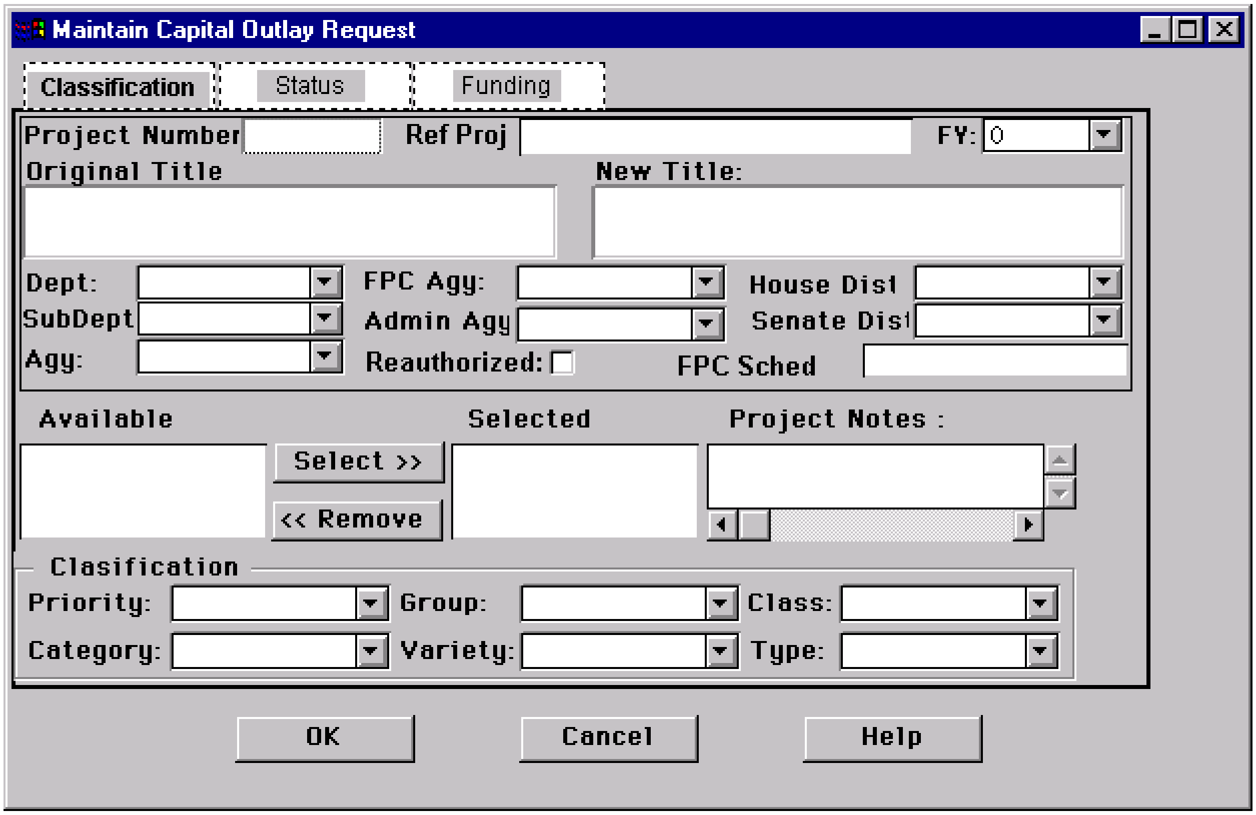
OK—saves changes made on the window after inquiring if the user wants to update the Updated Request Table and returns to the opening window. The decision to update the Updated

Request Table depends on the changes made to the request. If the changes involve ‘requested’ data, then updating the Updated Request Table would be appropriate. The user would click ‘NO’ if the changes made were to ‘recommended’ data.

Cancel—closes the window and returns to the opening window without saving any changes made on the window.

Help—this feature has not been developed.

MAINTAIN CAPITAL OUTLAY REQUEST—CLASSIFICATION



Purpose:

The classification tab is used to add/modify/view the demographics of a capital outlay request.

Fields:

Project Number—a sequential number assigned by the BDS system to all requests for a fiscal year. When the fiscal year changes, the numbering scheme will start over beginning at the number one.

Ref Proj—project number that FPC analyst may enter to reference another project. For instance, if a single capital outlay request is divided into to two requests, this number would reference the original single request.

FY—fiscal year inferred from the opening window.

Original Title—the original title as received from CORTS or the title entered by the FPC analyst when a project is added via the window.

New Title—reflects the changes that may have been made to the title by the FPC analysts. Since the name of a capital outlay request many times defines the scope of a request/project, the original title is not subject to change. If the title is to be changed, the change is reflected in a new title.

Dept—the department submitting the capital outlay request. Required field.

SubDept—if applicable, the sub department of the department submitting the capital outlay request. If the department has sub departments, this field is required when adding a request.

Agy—the agency submitting the capital outlay request. Required field when adding a request.

FPC Agy—if the agency is further defined by Facility Planning and Control, the FPC agency submitting the capital outlay request. If applicable, it is a required field.

Admin Agy—the agency administering the project. In capital outlay, the administering agency receives the appropriated funds for a request/project, not the requesting agency. Required field.

Reauthorized—a 'Y' in this field indicates that the request is a re-authorization of an existing project. The default value is 'N'. Optional field.

House Dist—the house district in which the request/project will be located. Optional field.

Senate Dist—the senate district in which the request/project will be located. Optional field.

FPC Sched—a fifteen to sixteen character identification that FPC analysts assign to a funded project. If this request is a reauthorization of an existing project, it would be assigned a FPC Schedule number. Optional field.

Available—list of available parishes in which a request is located.

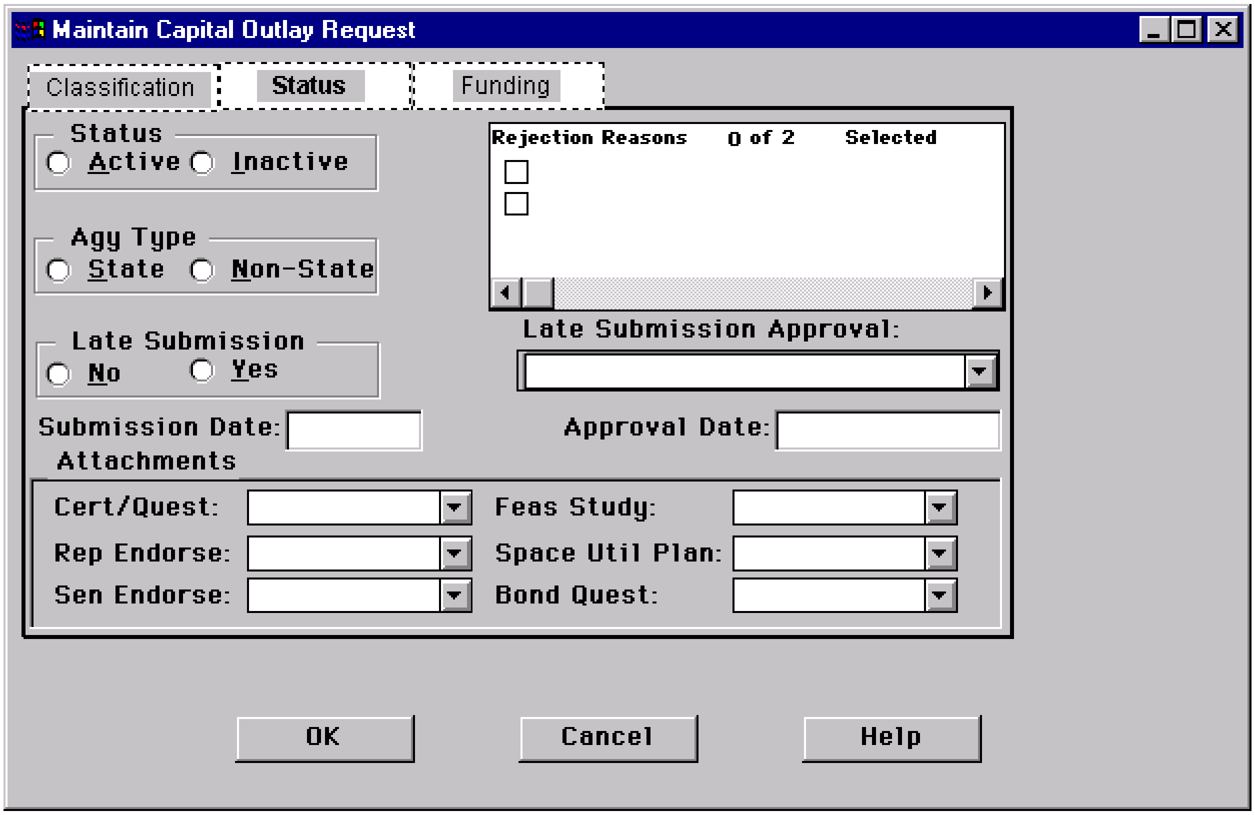
Select—moves the highlighted parish in the 'Available' field to the 'Selected' field. A least one parish is required to be assigned to a request.

Remove—removes the highlighted parish in the 'Selected' field and adds it back to the 'Available' field.

Project Notes—text field that the FPC analysts may use. Optional field.

Classification—six drop down lists whose values are defined and assigned to requests by the FPC analysts for analysis purposes. Optional field.

MAINTAIN CAPITAL OUTLAY REQUEST—STATUS



Purpose: The status tab is used to add, modify, or view status information relative to the capital outlay request.

Radio Buttons: Status—Active/Inactive. During the development period, a request with 'Active' status is recommended and will be on the Capital Outlay Bill. An 'Inactive' request will not be recommended. During the enacted and budget execution periods, an 'Active' status indicates an enacted project. The default value is 'Inactive'.

Agy Type--State/Non-State—indicates whether the agency submitting the capital outlay request is a state or non-state agency.

Late Submission—No/Yes—indicates whether a request was submitted after the November 1st deadline. Default value is 'No'.

Fields:

Submission Date—date capital outlay request was submitted. If added via the CORTS interface, the system enters the date of the November 1. If the request is added via the windows, the submission date must be entered by the user.

Rejection Reasons—a list of ten possible reasons a request may be rejected (not recommended). If the request has 'Active ' status, the Rejection Reasons field is disabled and is gray in color, which indicates that it is not editable. If a request is 'Inactive', the Rejection Reasons field is enabled and a rejection reason(s) **must** be selected. This is a required field if the request is 'Inactive'.

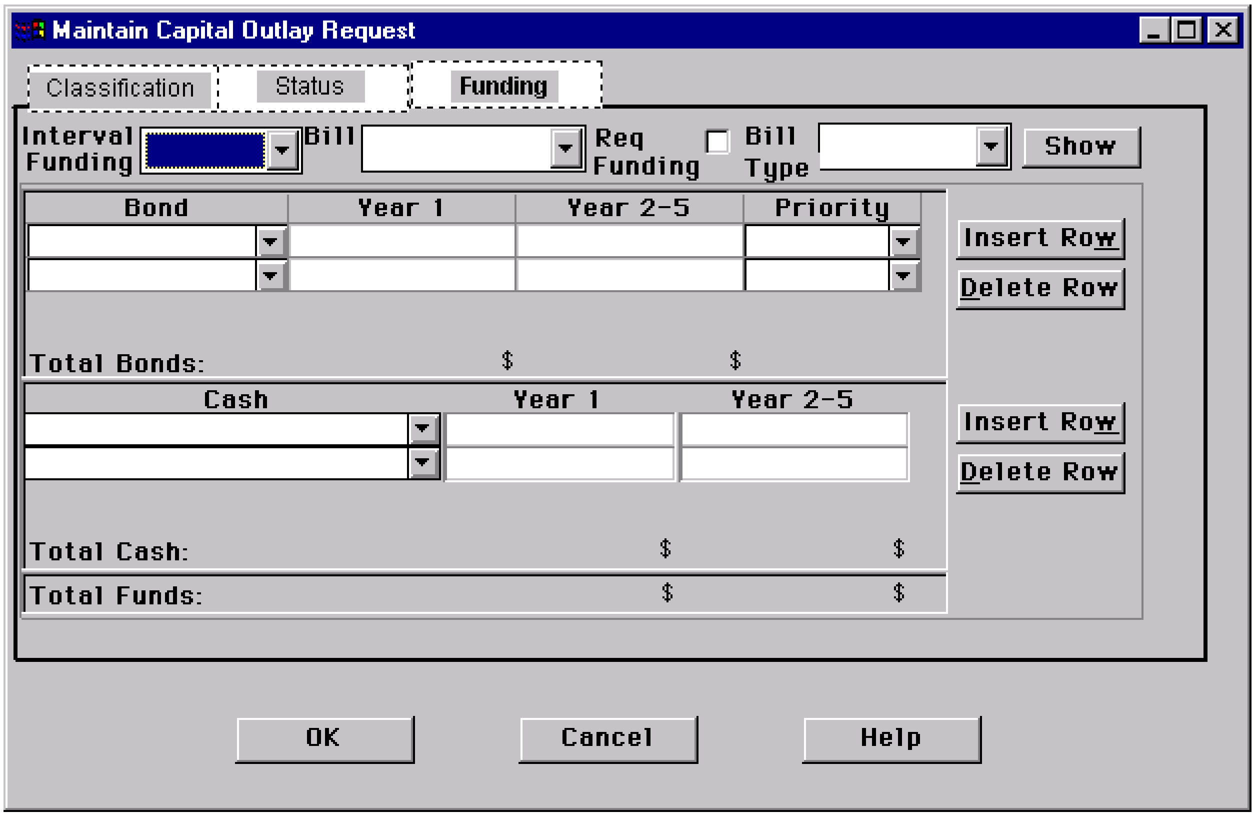
Late Submission Approval—this field is enabled and required when the Late Submission status is 'Yes'.

Approval Date—date a request submitted late was approved for consideration. If a 'Late Submission Approval' is selected, this field is required.

Attachments—informative attachments required as part of a capital outlay request. FPC analysts must complete these fields for all requests, whether submitted via CORTS or entered via the windows.
<u>Cert/Quest</u>—if request agy type is non-state, this field is enabled and required. Indicates whether local funding information was provided.
<u>Rep Endorse</u>—if request type is non-state, this field is enabled and required. Indicates whether House of Representative legislator endorsed request.
<u>Sen Endorse</u>—if request type is non-state, this field is enabled and required. Indicates whether senator endorsed request.
<u>Feas Study</u>—required for all requests. Indicates whether feasibility study was submitted.
<u>Space Util Plan</u>—required for all requests. Indicates whether space utilization was submitted with request.
<u>Bond Quest</u>—required for all requests. Indicates whether bond questionnaire was submitted with request.

MAINTAIN CAPITAL OUTLAY REQUEST—FUNDING

Budget Development Interval—Recommended Funding Details



Purpose: The funding tab has a number of functions depending on the budget interval selected. The user can add, modify, or view funding details for a capital outlay request, track a request/project through the legislative process, or view an enacted project's funding history. During the budget development interval, recommended funding details must be entered for all requests which will be included in the Capital Outlay Bill.

Fields: Interval—user may select the budget interval from Budget Development, Budget Enactment, or Budget Execution. When the funding tab is selected, the interval will default to the Budget Development' with the 'Recommended' funding data window displayed.

Bill—disabled unless Budget Enactment interval is selected. When enabled and clicked on, this dropdown list contains the stages in the legislative process where an amendment to a capital outlay request might occur. When a stage is selected (highlighted) and the Show command button is clicked, the window will display the funding details of the request at the legislative stage selected.

Req Funding—enabled only when interval is Budget Development and Bill Type is 2-Capital Outlay Bill. Clicking this control 'On' changes the view of the tab to 'requested' funding details.

Bill Type -- No 2 Capital Outlay Bill—default value when Funding tab is selected. Selecting this bill type filters funding details to include only those for the regular capital outlay bill for the fiscal year inferred from the opening window. No 3 Supp Bill—filters funding details to include only those for the first supplemental capital outlay bill for the fiscal year inferred from the opening window. No 4-Supp Bill—filters funding details to include only those for the second supplemental capital outlay bill for the fiscal year inferred from the opening window.

Show—triggers the retrieval and display of funding details for the criteria selected.

Data Windows:

The funding details are displayed in two data windows. The first data window displays bonds means of financing and amounts, the second, cash means of financing and amounts.

Bonds—drop down list containing the different bond means of financing types.

Year 1—bond funding amount for year one for bond row.

Year 2-5—bond funding amount for years 2-5 for bond row.

Priority—drop down contains bond priorities. If general obligation or reimbursement bonds are selected as means of financing, a bond priority must be selected.

Command Buttons:

Insert Row—if budget development interval, this command button will insert a blank row for the user to enter bond funding details. This button is disabled when other intervals are selected.

Delete Row—if budget development interval, this command button will delete the bond row highlighted by the user. This button is disabled for other intervals selected.

Fields:

Total Bonds—displays the total amounts for all bond rows for year 1 and year 2-5.

Cash—when clicked, displays cash means of financing names. User selects means of financing.

Year 1—cash funding amount for year 1 for the means of financing selected.

Year 2-5—cash funding amount for year 2-5 for the means of financing.

Command Buttons:

Insert Row-- if budget development interval, this command button will insert a blank row for the user to enter cash funding details. Control is disabled when other intervals are selected.

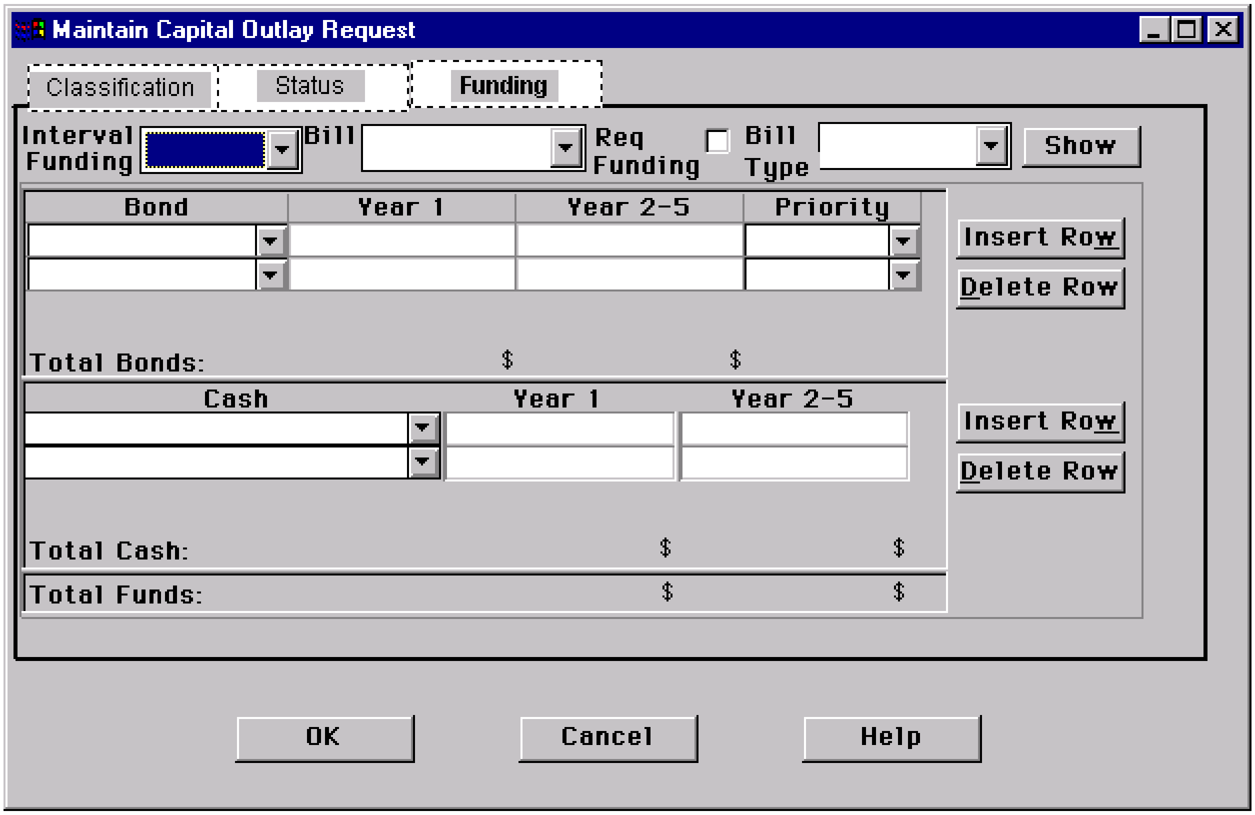
Delete Row—if budget development interval, this command button will delete the cash row highlighted by the user. Control is disabled for other intervals selected

Fields:

Total Cash—displays the total amounts for all cash rows for year 1 and year 2-5.

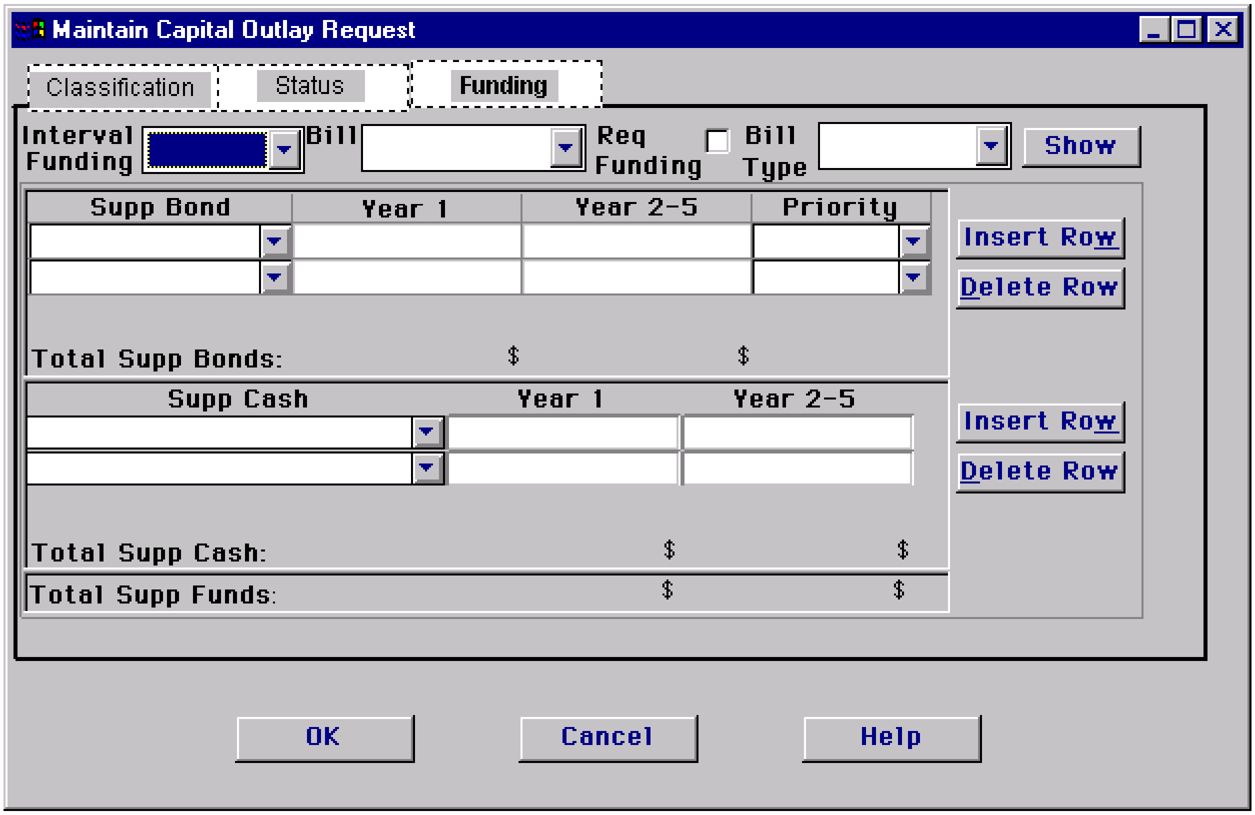
Total Funds—displays the total amounts for all means of financing for year 1 and year 2-5.

Budget Development Interval—Supplemental Recommended Funding Details



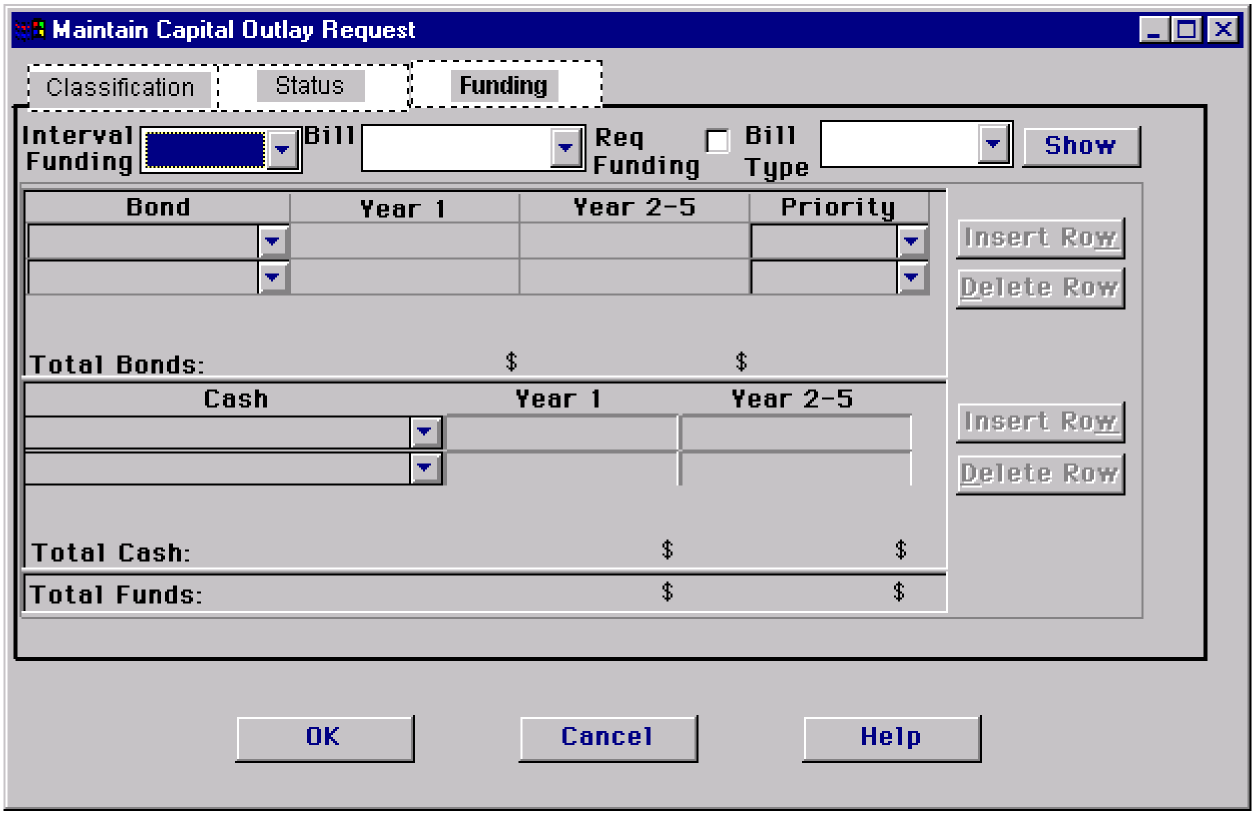
This view is displayed when the interval is budget development and the bill type is 3-Supplemental or 4-Supplemental. The functionality is the same the regular Recommended funding data window except that supplemental funding tables are accessed and/or updated.

Budget Development Interval—Requested Funding Details



This view is displayed when the interval is budget development and the Req Funding control is clicked 'on' by the user. This view of the funding tab displays funding details requested by the submitting entity for year 1, 2, 3, 4, and 5. A horizontal scroll bar at the bottom of the bond and cash data windows allows the user to scroll left and right to display all years. It has the same functionality as the recommended funding view except that requested funding details are accessed/updated.

Budget Enactment Interval—Recommended/Enacted Funding Details



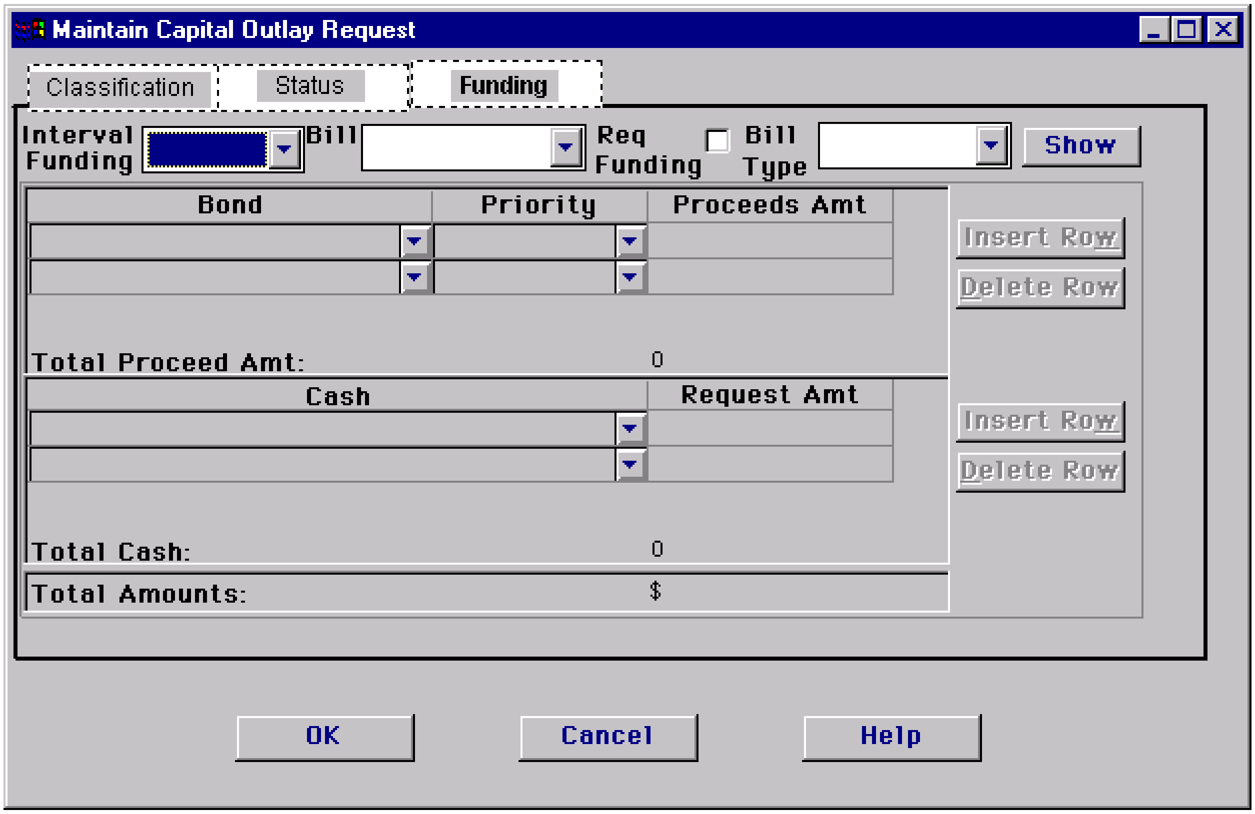
This view allows the user to view the status of a capital outlay request/project during any stage of the enactment/veto process. After selecting the bill stage, the user would click on the Show command button to display the request/project funding level at the selected bill stage. Since this is a view only data window, the Insert/Delete command buttons are disabled and grayed.

Bill Stages:

House Ways and Means Committee
House Appropriations Committee
House Floor
Senate Revenue & Fiscal Affairs Committee
Senate Finance Committee
Senate Floor
House Floor
Conference Committee
Governor's Veto

Veto Override
Net Amendments (used when vetoes are summarized and entered as a net amount for each project affected)

Budget Execution Interval—Enacted Funding Details Interfaced to the Financial System



Purpose: Displays project funding details interfaced to the state's financial system as appropriations. After selecting the Budget Execution interval, clicking on the Show command button would display the means of financing and amounts (appropriations) that were interfaced to AFS.

Fields: Bond—bond means of financing.

Priority—bond priority if means of financing is general obligation or reimbursement bond.

Proceeds Amt—amount of bond interfaced to AFS.

Total Proceeds Amt.—total amount of bonds means of financing appropriations.

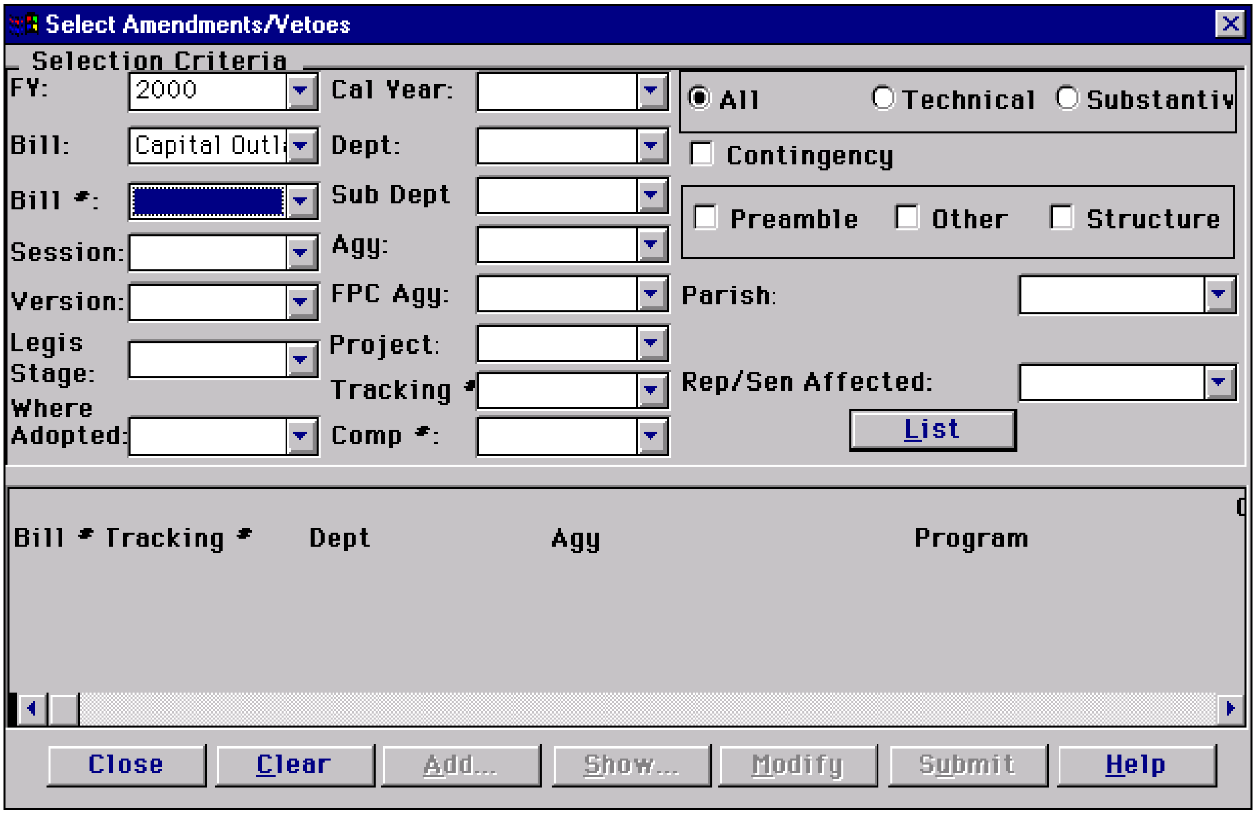
Cash—cash means of financing.

Request Amount—appropriated cash amount for the means of financing.

Total Cash—total cash appropriated amounts.

Total Amounts—total cash and bond appropriated amounts.

BUDGET ENACTMENT-- SELECT AMENDMENTS/VETOES



Purpose: This window is used to open the Track Amendments/Vetoes for the purpose of adding, modifying, or viewing amendments/vetoes to the Capital Outlay/Supplemental Capital Outlay Bill(s). This window is opened via the BDS Main Menu.

Fields: FY—user selects budget fiscal year of the Capital Outlay Bill. Defaults to current fiscal year plus one. Required field for retrieval of amendments/vetoes or adding an amendment/veto.

Bill—defaults to Capital Outlay. User may select Capital Outlay or Supplemental Capital Outlay. Required field for retrieval of amendments/vetoes or adding an amendment/veto.

Bill #--user selects capital outlay bill number for amendment(s) being retrieved. List is filtered by the Bill selected.

Session—user selects regular or extra session.

Version—user selects bill version from list.

Legis Stage—user chooses legislative stage for amendment.

Where Adopted—user chooses where amendment was adopted. List filtered by selected Legislative Stage.

Cal Year—user selects calendar year of legislative session.

Department—user selects department that submitted capital outlay request/project. Filters amendment retrieval to include only amendments for the selected department and previously selected criteria.

Sub Department—user selects sub department of department selected. If department selected does not have sub departments, field will be disabled. Further filters amendment selection.

Agy—user selects agency. The selected department and/or sub department filters the agency list. Further filters amendment selection.

FPC Agy—user selects FPC agency, if applicable. List is filtered by the agency selected. If agency does not have FPC agencies, this field will be disabled. Further filters amendment selection.

Project—user selects project from list to filter amendment retrieval. List will contain requests/projects submitted by the selected agency/FPC agency.

Tracking #--user selects amendment tracking number from list. Control is enabled when Where Adopted is selected. All tracking numbers for the criteria through Where Adopted would be retrieved. List is further filtered by selected project.

Comp #--user selects companion amendment tracking number. List is filtered by project/tracking number selected.

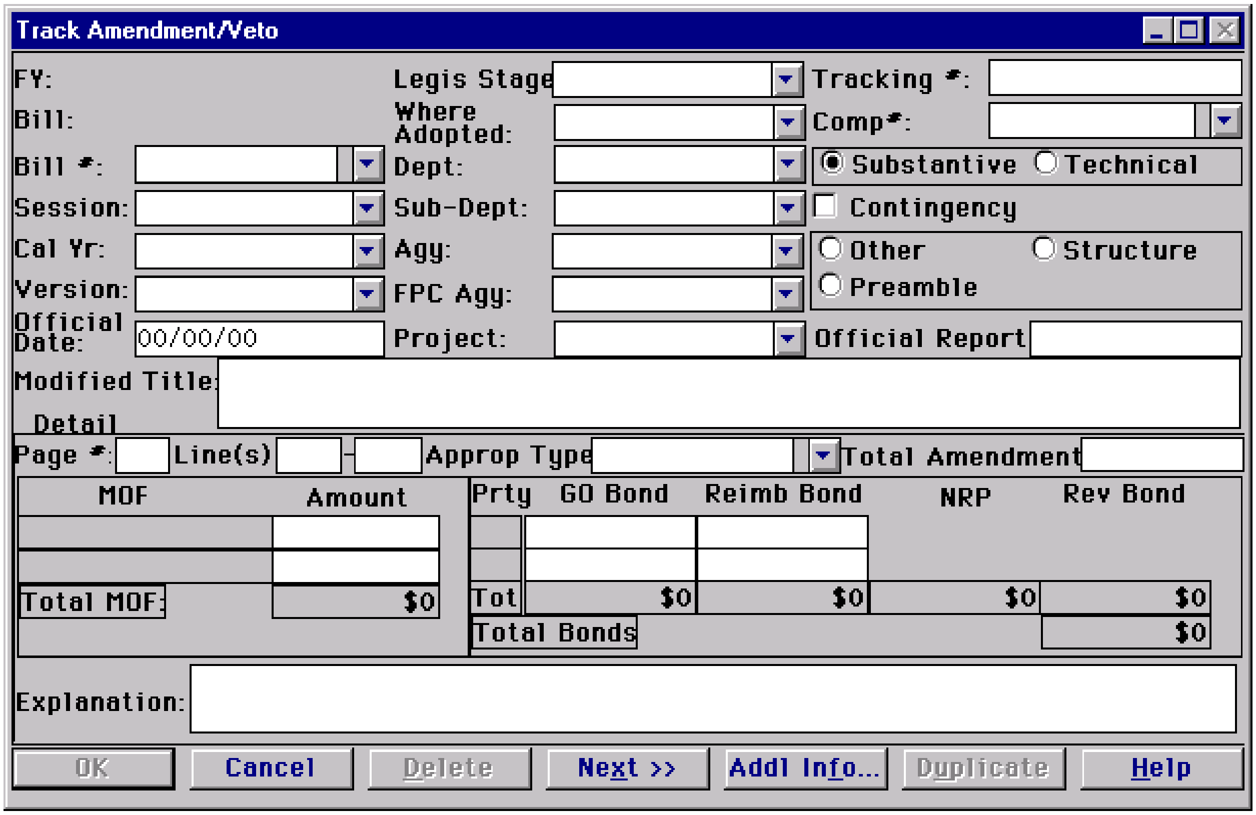
Radio Buttons:	All/Technical/Substantive—user selects all amendments, technical amendments, or substantive amendments. Default value is All.
	Contingency—user clicks control to further filter selection to include only contingency amendments. Not a required field in amendment tracking process.
	Preamble/Other/Structure—user can further define selection by clicking on one of these controls. Not a required field in the amendment tracking process.
	Parish—user selects parish assigned to amendment to further filter amendment selection. Not a required field in the amendment tracking process.
	Rep/Sen Affected—user selects representative or senator that introduced the amendment. Not a required field in the amendment tracking process.
Command Button:	List—user clicks this command button to trigger retrieval and listing of amendment(s) that meet specifications. If no amendments meet specifications entered, a pop up message will display stating that no data met specifications.
Data Window:	Amendment List—selected amendment(s) will display in this area. Details shown will include Bill #, Tracking #, Dept, Agy, Project #, Project Title, Official Date, Where Adopted, Explanation, and Submission Date. User will highlight the row that contains the amendment to be modified/viewed.
Command Buttons:	Close—closes window and returns to the BDS Main Menu.
	Clear—Clears all controls of currently displayed selection criteria.
	Add—opens the Track Amendments/Vetoes window and passes the fiscal year and Bill.
	Show—opens the Track Amendment/Vetoes window and displays amendment details for the amendment highlighted in the Amendment List for view purposes only.

Modify-- opens the Track Amendment/Vetoes window and displays amendment details for the amendment highlighted in the Amendment List for view/modification purposes. If the amendment selected has been submitted, this control will be disabled.

Submit—user clicks as final step in amendment process. After submission, previously saved amendments will not be modifiable. Amendments are not available to users other than the users with input permissions until they are submitted.

Help—this feature has not been developed.

BUDGET ENACTMENT--TRACK AMENDMENTS/VETOES



Purpose:

This window is used to add, modify, or view amendments to the Capital Outlay Bill. The window is opened by clicking on the Add, Show, or Modify command buttons on the Select Amendments/Vetoes window. If the window is entered via the Add command button, all fields will be blank with the exception of FY and Bill. If the window is entered via the Show or Modify command buttons, the window will display the amendment details of the amendment selected on the opening window.

NOTE: Fields will be described on the premise that the window was opened via the Add command button on the Select Amendments/Vetoes window. Amendments are usually recapped on amendment input forms from legislative committee reports for keying into BDS. Unless specifically stated otherwise, all fields are required fields.

Fields:

FY—fiscal year is inferred from the opening window and is protected on this window.

Bill—bill type is inferred from the opening window and is protected on this window.

Bill #-- user selects capital outlay bill number for amendment(s) being added from drop down list. List is filtered by the Bill type inferred from the opening window.

Session-- user selects 'Regular' or 'Extra' session from drop down list.

Cal Yr-- user selects calendar year of legislative session from dropdown list.

Version-- user selects bill version from list.

Official Date—user enters the official date that appeared on the legislative committee report.

Legis Stage—user chooses legislative stage for amendment from drop down list.

Where Adopted—user chooses where amendment was adopted from drop down list. List filtered by Legislative Stage selected.

Department—user selects department that submitted capital outlay request/project. Filters retrieval to include only sub departments/agencies for the selected department.

Sub Department—sub department of department selected. If department selected does not have sub departments, field will be disabled. Further filters agency retrieval.

Agy—user selects agency. The selected department and/or sub department filters the agency list.

FPC Agy—user selects FPC agency, if applicable. List is filtered by the agency selected. If agency does not have FPC agencies, this field will be disabled.

Project—user selects project from list for amendment addition/modification. List will contain requests/projects submitted by the selected agency/FPC agency.

Tracking #--user enters identifier that will be unique to the amendment being added. Duplication of this identifier will produce an error message and require correction before data will be saved to the database.

Radio Button: Comp #--user would select companion amendment number (amendment tracking number) from drop down list or enter a new amendment number.

Substantive/Technical—user indicates whether amendment is substantive or technical. Default value is substantive.

Check Box: Contingency—if checked, indicates amendment is a contingency amendment. Default value is No (unchecked).

Radio Button: Other/Structure/Preamble—indicates type of amendment. Default value is Other.

Fields: Official Report—user enters the official report being amended, ie., HB2 indicates House Bill 2. Not a required field.

Modified Title—user enters modified title of capital outlay project. (not currently used).

Page #--user enters official report page number being amended.

Line(s)—user enters page line numbers being amended.

Approp Type—user selects appropriation type from dropdown. Default value is Bill Body.

Total Amendment—system calculated total for all means of financing amounts entered. This field is updated after an amount is entered and the user clicks another line or field.

MOF—user selects cash means of financing by clicking on the appropriate row. If agency uses statutory dedicated means of financing, the specific stat deds means of financing applicable will be listed.

Amount—user enters amount on row opposite the cash means of financing selected.

Total MOF—system calculated total of all cash means of financing amendment amounts.

Prty—user selects bond priority for general obligation bonds for reimbursement bonds by clicking on appropriate row.

GO Bond—user enters amount of amendment on appropriate row opposite the selected priority if means of financing is general obligation bonds.

Reimb Bond—user enters amount of amendment on appropriate row opposite the selected priority if means of financing is reimbursement bonds.

NRP—user enters amount of amendment if means of financing is NRP bonds.

Rev Bond—user enters amount of amendment if means of financing is reimbursement bonds.

Tot—system calculated total for each bond means of financing column that contains an amount.

Total Bonds—system calculated total for all bonds means of financing.

Explanation—text field where user enters amendment explanation.

Command Buttons:

OK—saves edit to the data base and returns to the Select Amendments/Vetoes window. If amendment has been submitted, this control will be disabled and grayed out.

Cancel—cancels any changes and returns to the Select Amendment/Veto window.

Delete—deletes the amendment after user confirms intent. If amendment has been submitted, this control will be disabled and grayed out.

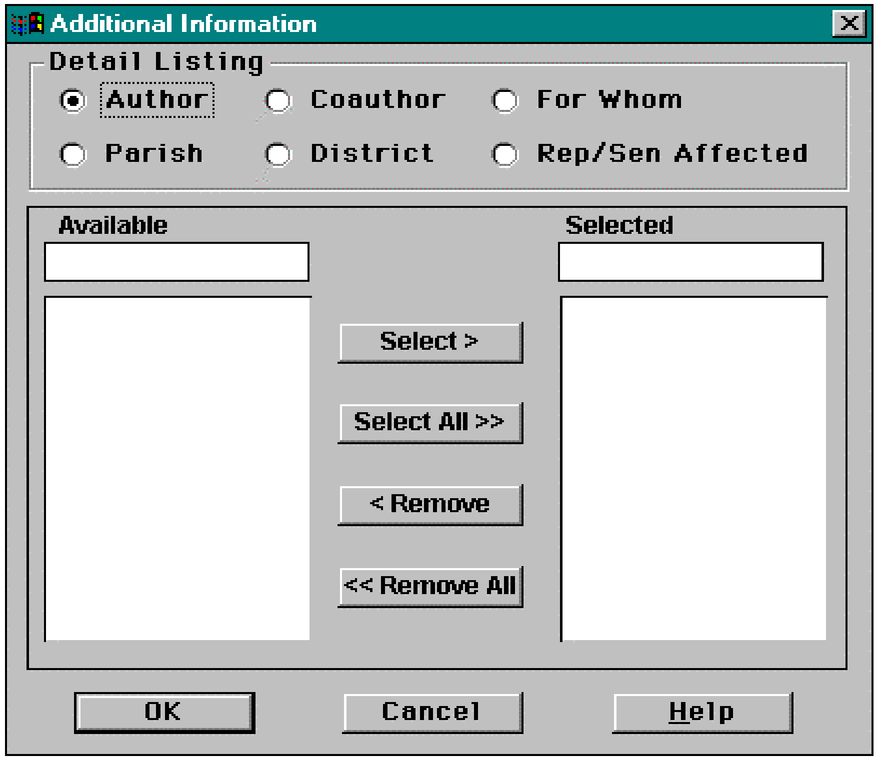
Next—clicking this command button will display the next amendment from the list on the Select Amendment/Veto window.

Addl Info—opens the Additional Information window. If an amendment has been added or changes made to an existing amendment, the user will be asked if changes are to be saved via a popup message box before the Additional Information window is opened.

Duplicate—clicking this command button creates a new amendment by duplicating all but one of the fields with the same data displayed on the amendment currently displayed. The user must enter a tracking number for the new amendment. The user will acknowledge a popup message stating that the duplication was successful.

Help—the help function has not been developed.

BUDGET ENACTMENT--ADDITIONAL INFORMATION



Purpose:

This window is used to provide additional information for a capital outlay amendment. Clicking the Addl Info command button on the Track Amendment/Veto window opens this window.

The Detail Listing area determines what data will be displayed in the Available and Selected fields. Default value is Author. If a different field is chosen without saving (clicking OK), a popup message will inquire if the user wishes to save changes.

Radio Buttons:

Author—selecting this option will display a list of senators and representatives for selection as amendment author.

Coauthor—selecting this option will display a list of senators and representatives for selection as amendment co-author.

For Whom—selecting this option will display a list of senators, representatives, legislative committees, and the DOA for selection for whom the amendment was adopted.

Parish—selecting this option will display a list of parishes.

District—selecting this option will display in the 'Selected' field the senate and house districts affected by the amendment based on the parish(es) attached to the amendment.

Rep/Sen Affected--selecting this option will display in the 'Selected' field the senators and representatives affected by the amendment based on the parish (es) attached to the amendment.

Data Window: Available—displays available data determined by the radio button selected in 'Detail Listing'.

Command Buttons: Select—clicking this field moves the highlighted value from the 'Available' field to the 'Selected' field. This button is disabled and grayed until a value is highlighted in the 'Available' field.

Select All—allows the user to select the entire list if 'Author', 'Coauthor', or 'For Whom' is selected from the Detail Listing field. This button is disabled and grayed when Parishes are listed in the Available field.

Remove—allows the user to move the highlighted value from the Selected field back to the Available field. This button is disabled and grayed until a value is highlighted in the Selected field.

Remove All—allows the user to move all the values from the Selected field back to the Available field. This button is disabled and grayed until a value is listed in the Selected field.

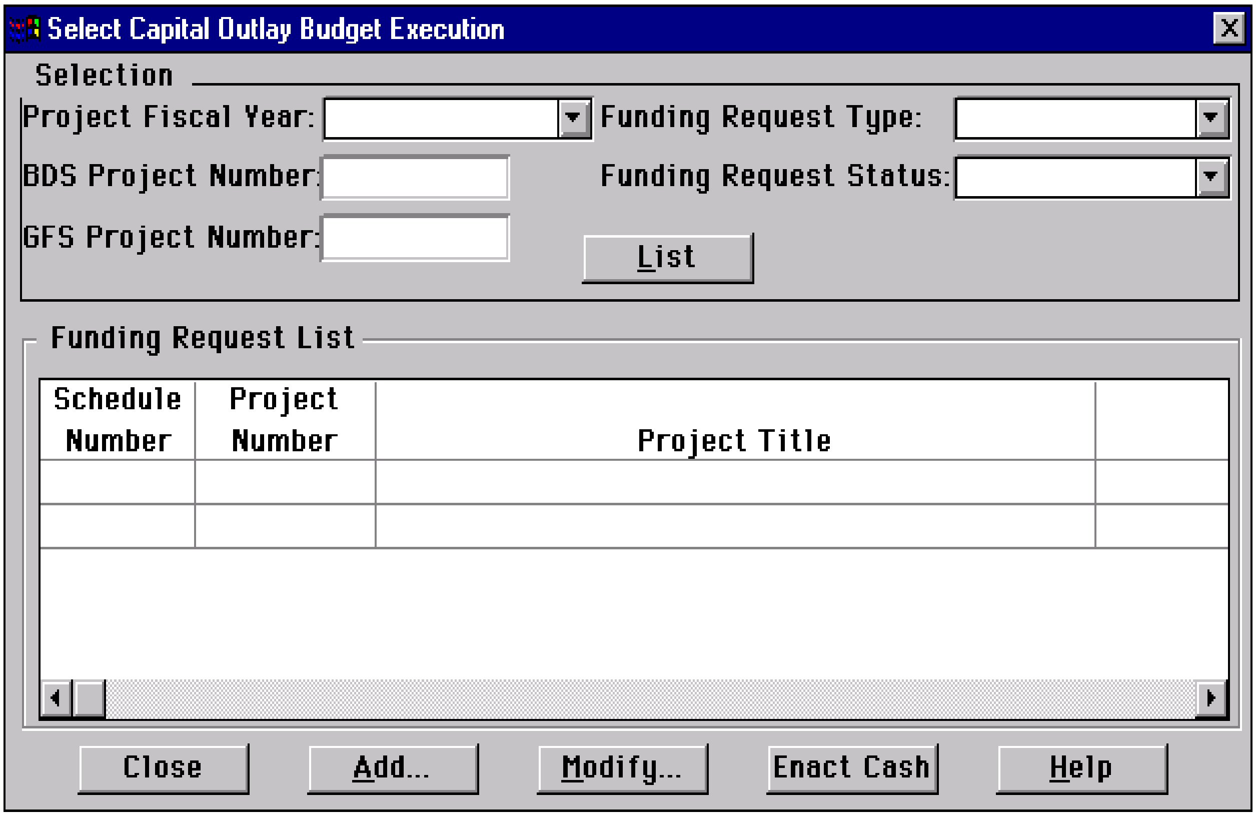
Data Window: Selected—displays the selected data.

Command Buttons: OK—saves changes and returns to the Track Amendment/Veto window.

Cancel—cancels changes and returns to the Track amendment/Veto window.

Help—the help function has not been developed.

BUDGET EXECUTION-- SELECT CAPITAL OUTLAY BUDGET EXECUTION



Purpose:

This window is used to open the Process Capital Outlay Funding Request window to add, modify, or view the details of a funding request. This window is opened from the Capital Outlay Budget menu.

Fields:

Project Fiscal Year—(Required Field) user selects the fiscal year of the project. If user intends to add a funding request, the fiscal year is passed to the Process Capital Outlay Funding Request window.

BDS Project Number—user selects the BDS project number to filter the funding requests that will display in the Funding Request List. The BDS project number and fiscal year are the unique identifiers on most BDS windows. Since the BDS project numbering system begins anew each year, the same number may be used each year for a different project. By selecting the fiscal year and project number, the selection is limited to the particular fiscal year/project combination.

GFS Project Number—user selects the five digits GFS project number to filter the funding request(s) to be listed. A capital outlay project may span a number of years. The same GFS number will be used for the life of the project. BDS allows the user to select funding requests using the GFS project number and fiscal year combination. The user would change the fiscal year selected to list funding requests for the same GFS project that may exist in more than one fiscal year.

Funding Request Type—user selects a particular funding request type from the displayed list to filter the funding requests to be listed. Using this control would filter all like funding requests that exist for all agencies.

Funding Request Status—this field is not enabled until a funding request type is selected. User further defines the selection of funding requests by specifying the status of the funding request type selected. For instance, OSRAP could select a funding request type and select the status ‘Pending OSRAP Approval’ to retrieve only the funding requests that they needed to work with.

Funding Request List—this field displays the funding request(s) for the criteria chosen in fields 1-5. Data displayed for the funding request include:
<u>Schedule</u>—the requesting dept/agency combination
<u>Project Number</u>—the BDS project number of the funding request(s) listed.
<u>Project Title</u>—the project title from the Capital Outlay Act.
<u>Funding Request Type</u>—type of funding request listed. If selection criteria is fiscal year and BDS or GFS project number, multiple funding request types may be listed.
<u>Funding Request Status</u>—the status of the funding request listed.
<u>Funding Status Date</u>—date funding request was moved to its current status.
<u>Reject/Active</u>—indicates whether request is active (A) or rejected (R).
<u>Enacted MOF Amount</u>—the enacted amount from the Capital Outlay Act for the project/mof combination, ie., if the funding

request type was Cash Line of Credit, the amount of General Obligation Bonds/bond priority would be displayed.
Bill Type—indicates whether the funding request is from the regular capital outlay act or a supplemental capital outlay act.
Funding Request Amount—the amount of the funding request.

The user would highlight the funding request to be modified/viewed by clicking on the specific row.

Command Buttons:

List—this command button executes the list command to populate the funding request list with the funding requests that meet the criteria specified in fields 1-5. If no funding request exists for the criteria selected, a message box will display stating ‘No Data is Available for this Selection’.

Close—closes the window and returns to the Capital Outlay Menu.

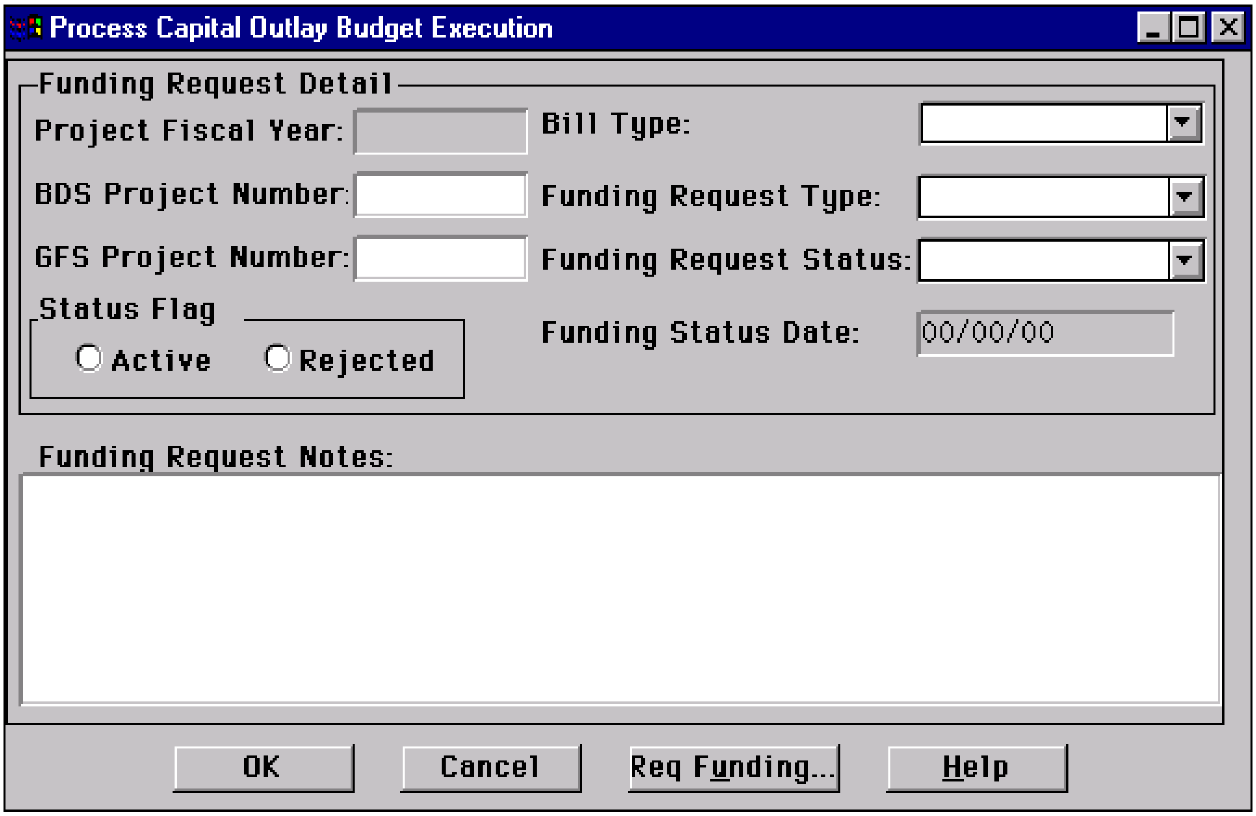
Add—opens the ‘Process Capital Outlay Budget Execution’ window to allow the user to add a funding request.

Modify/Show—opens the ‘Process Capital Outlay Budget Execution’ window and displays the funding request details for the funding request selected by the user in the ‘Funding Request List’. The security permissions determine whether this command button will display ‘Show’ or ‘Modify’. For instance, if the user is in the accounting group, the button will display modify and the user can perform edits until the status is advanced to Pending OSRAP Approval. The button will display ‘Show’ for the Accounting group user and view only access is granted. The OSRAP user will only see ‘Modify’ when the status is ‘Pending OSRAP Approval’.

Enact Cash—creates funding requests for all projects with cash MOF's and sets the funding request at ‘Accounting Status’. This is a time saving feature to create funding requests for those projects that will definitely receive funding and whose funding amounts are not subject to edit.

Help—This feature has not been developed.

BUDGET EXECUTION--PROCESS CAPITAL OUTLAY REQUEST BUDGET EXECUTION



Purpose: This window is used to view/modify capital outlay funding requests. This window is opened from the Request Capital Outlay Budget Execution Window via the Add or Show/Modify command buttons.

NOTE: If this window is opened from the 'Select Capital Outlay Budget Execution' window via the Show/Modify command button, the fields listed below will display existing values from the last data base update of the selected funding request.

Fields: Project Fiscal Year—inferred from the 'Select Capital Outlay Budget Execution' window.

BDS Project Number—user enters the BDS project number that is being funded.

GFS Project Number—user enters the GFS project number.

Bill Type—the user must specify the capital outlay bill that contains the project.

Funding Request Type—user selects funding request type to be processed from the drop down list:

Approp Structure Maintenance—used to activate/deactivate an existing appropriation.
Bond Priority Change—used to change the priority of a general obligation bond or reimbursement bond from the Capital Outlay Act after approval by the Bond Commission.
Bond Sale—used to process appropriation when bonds are sold for projects in the Capital Outlay Act.
Cash Line of Credit—used to process appropriation when cash line of credit is approved by Bond Commission for projects in the Capital Outlay Act. Cash Lines of Credit may be issued more than one time for a given project by the Bond Commission not to exceed the general obligation bond amount in the Capital Outlay Act for the project.
Enacted Cash—this funding request is system originated when the Enact Cash command button function on the Select Capital Outlay Budget Execution window is executed for projects in the Capital Outlay Act with cash means of financing.
Inter-Agency Transfer—used to process appropriation when means of financing on the Capital Outlay Act is IAT.
Interest Earnings Supplemental—used to process appropriation for moneys that become available from interest generated by existing appropriated funds.
Interim Emergency Board Supplemental—used to process appropriation that is approved by the Interim Emergency Board.
Non Cash Line of Credit—used to process appropriation for projects with priority 5 general obligation bonds on the Capital Outlay Act.
NRP Bonds—used to process new appropriations funded from unspent bond proceeds from previous bond sales (existing appropriations).

<u>NRP Bonds Transfer</u>—used to process reduction to existing appropriations for the unspent bond proceeds that will be transferred to a new appropriation.
<u>Reversal-Cash Line of Credit</u>—used to reverse Cash Line of Credit when bonds have been sold.
<u>Reversal-Non Cash Line of Credit</u>—used to reverse Non Cash Line of Credit when replaced by Cash Line of Credit.
<u>Risk Management Supplemental</u>—used to process appropriation for moneys made available due to losses or damages of an insurance claim type.
<u>Substitute Funding</u>—used to process appropriations when means of financing for a project in the Capital Outlay Act is changed by the budget committee.
<u>Supplemental Funding</u>—used to process appropriations for funds approved in Supplemental Capital Outlay Acts. Also used when the Commissioner of Administration transfers funds from an existing appropriation to another. May be a new appropriation or change to an existing appropriation.
<u>Supplemental Funding Transfer</u>—used to reduce the amount of an existing appropriation from which funds are being transferred.

Funding Request Status—user selects the status from the dropdown list. Each funding request type has an applicable status sequence that is used to track and advance the funding request through the approval process. The control agencies advance the status of a funding request to the next level to indicate their approval of the appropriation being processed. (Example: Only OSRAP can advance a funding request from 'Pending OSRAP Approval' to 'Pending Treasurer's Office Approval') An error message is received when the save command is executed if the user selects a status other than the next logical status.

Funding Status Date—system generated to show the date that the funding request was moved to its existing status.

Radio Buttons:

Status Flag—indicator that shows whether funding request is active or rejected. A rejected funding request cannot be edited to change funding details or advance the status. A funding request may be rejected at any status. When rejected by OSRAP or the Treasurer's office, the status is changed by the system to 'Accounting' status to facilitate error correction. The user with

'Accounting' permissions must change the status to active before errors can be corrected and the funding request reprocessed.

Field: Funding Request Notes—this is an optional field that the user may use to explain details of the funding request.

Command Buttons: OK—command button that executes save to the database of changes made on the window, and returns to the Select Capital Outlay Budget Execution Window.

Cancel--returns to the Select Capital Outlay Budget Execution Window and cancels changes made on the window.

Req Funding—saves changes made on the window and opens the Request Funding Window.

Help—this function has not been developed.

BUDGET EXECUTION--PROCESS CAPITAL OUTLAY BUDGET EXECUTION-FUNDING

Purpose: This window is used to process capital outlay funding requests through the entry of funding details, to connect the funding requests to appropriation structure, and to open the Approp Structure window.

The funding request type being processed determines the fields that will display when the window is opened.

Fields common to each view of the window

Project Fiscal Year—fiscal year inferred from the opening window. Protected field.

Project Number—project number associated with the funding request. Inferred from the opening window and protected.

Funding Request Type—funding request type inferred from the opening window. Protected field.

BFY—this control filters the appropriation numbers that appear in the Approp Unit dropdown list.

Approp Unit—this control is used to connect the funding request to the appropriation structure. When the user clicks on this field, a portion of the appropriation structure consisting of fund code, appropriation number, and group code will display. When the user selects one of the combinations and saves, the funding request is connected to the appropriation structure and combined in the AP document that may be processed to AFS.

GFS Ind—system inserted, indicates gfs status. G= loaded (successfully interfaced to AFS); R= ready to be loaded (status achieved when treasurer's office advances status to 'Load to GFS'); E = error (attempt to interface to AFS failed. Indicator will remain 'E' until 'Load to GFS' status is achieved by the funding request); S = Not Ready (funding request maintains this status from its beginning until Load to GFS status is attained).

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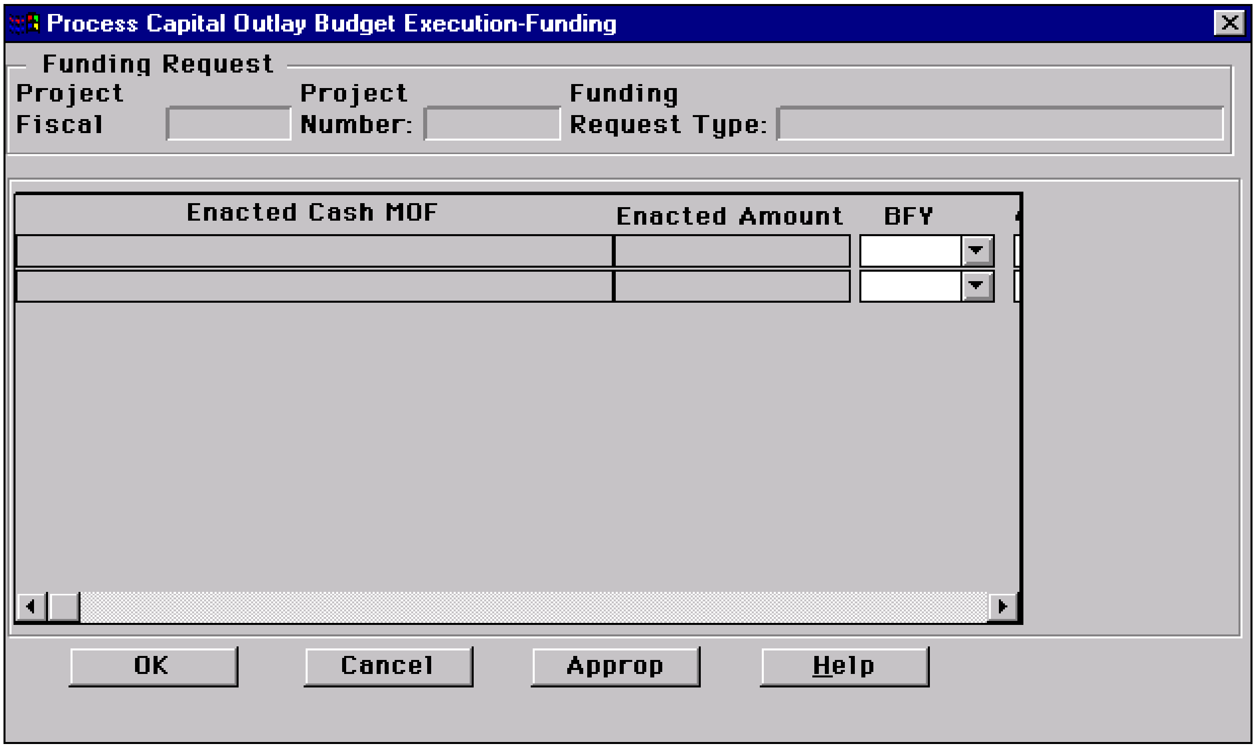
Command Buttons:

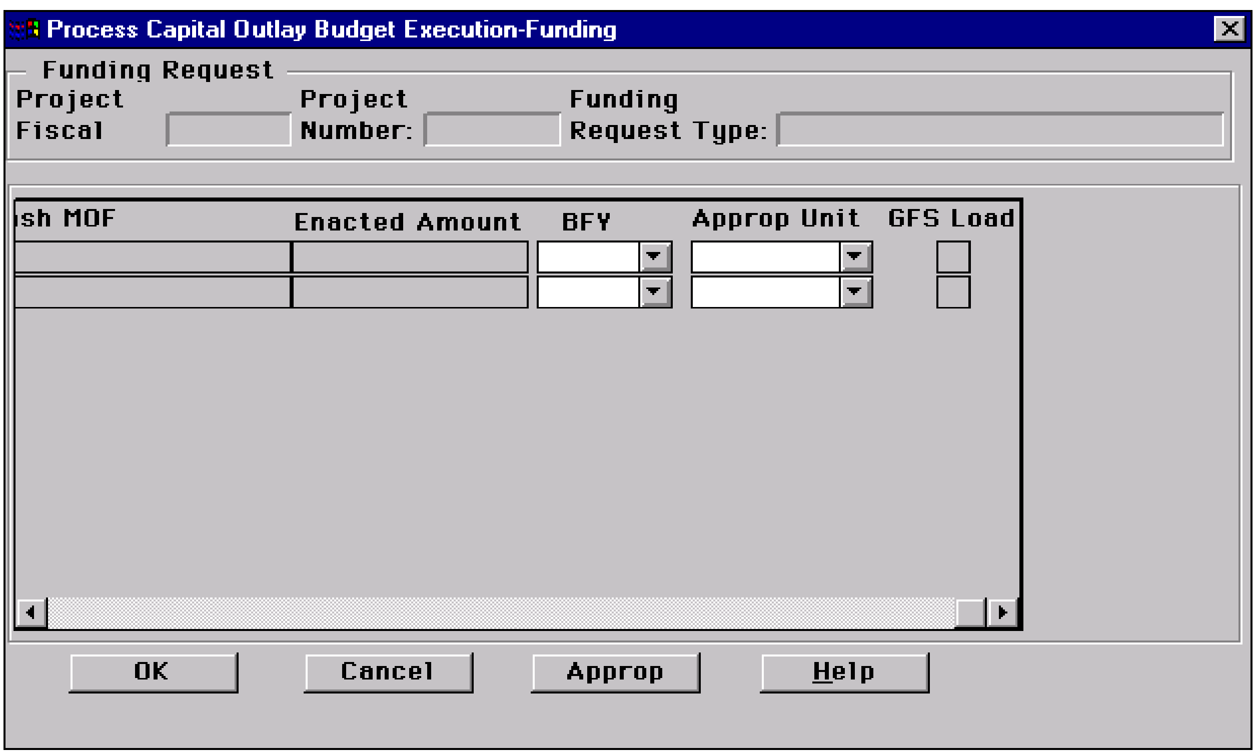
OK—saves edit on the window and opens the Process Capital Outlay Request window.

Cancel—cancels changes to the window after confirmation and opens the Process Capital Outlay Request window.

Approp—opens the Add/Modify Appropriations window.

Funding Request Type(s): Enacted Cash





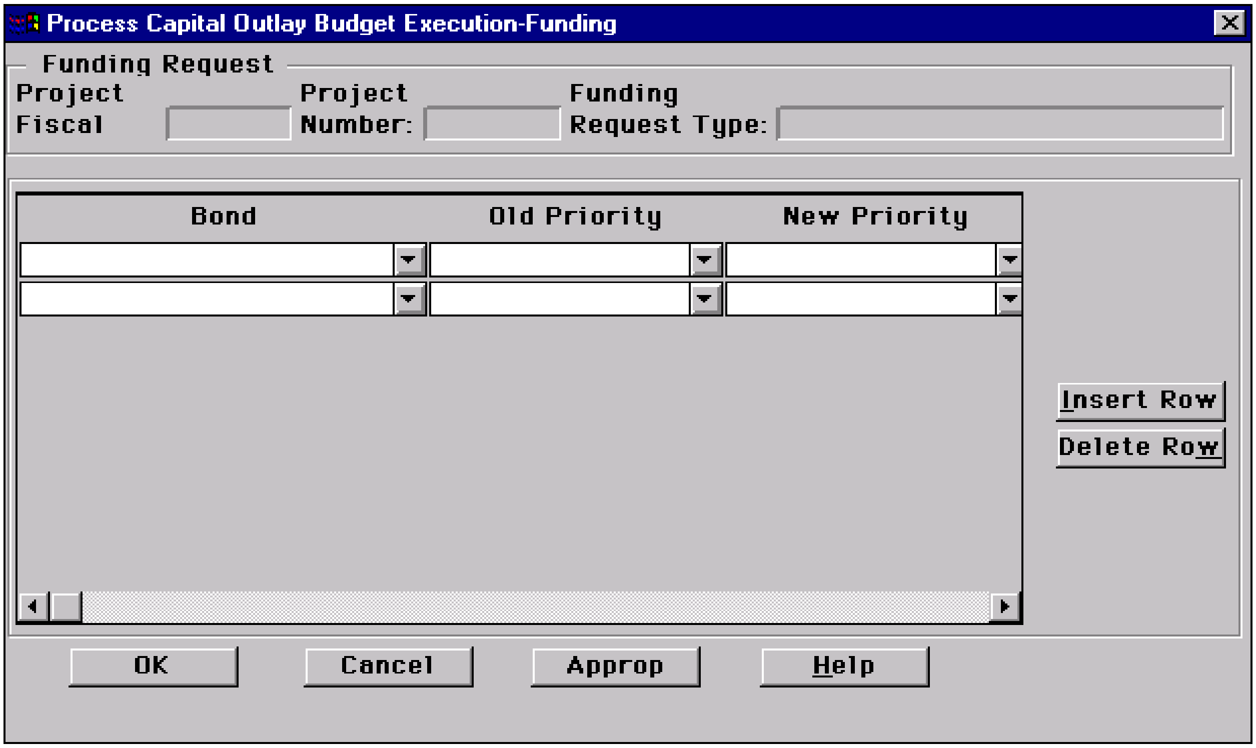
Enacted Cash Data Window fields:

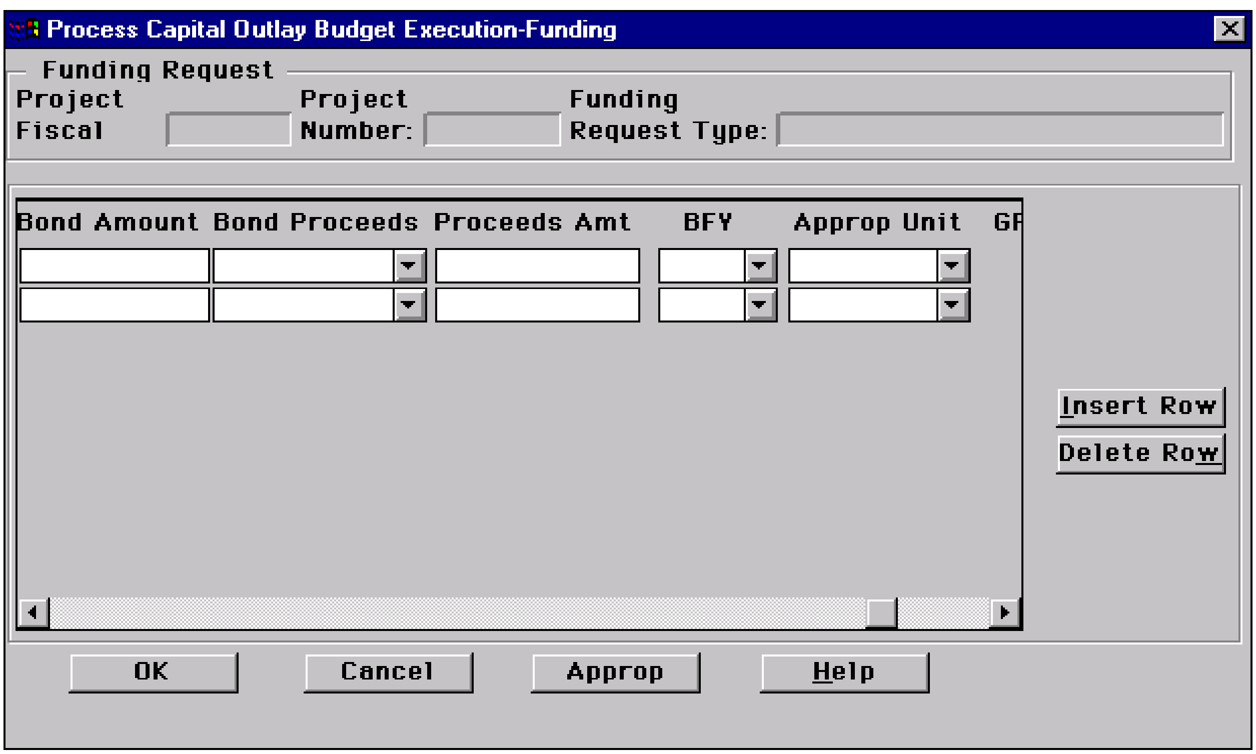
Enacted Cash Mof—cash means of financing from the Capital Outlay Act. This field is protected for Enacted Cash funding request type.

Enacted Amount—appropriation amount from the Capital Outlay Act. This field is protected and cannot be edited.

Funding Request Type(s): Bond Priority Change, Bond Sale, Cash Line of Credit, Non Cash Line of Credit, NRP Bonds, NRP Bonds Transfer, Reversal-Cash Line of Credit, Reversal-Non Cash Line of Credit

When this window is opened for a funding request being added, the window will be blank and the Insert Row command button will have to be clicked to enter data. Funding details for a funding request being modified/viewed will display when the window is opened.


Process Capital Outlay Budget Execution-Funding
Funding Request
Project Fiscal
Project Number:
Funding Request Type:
Bond
Old Priority
New Priority
Insert Row
Delete Row
OK
Cancel
Approp
Help


Process Capital Outlay Budget Execution-Funding
Funding Request
Project Fiscal
Project Number:
Funding Request Type:
Bond Amount
Bond Proceeds
Proceeds Amt
BFY
Approp Unit
GF
Insert Row
Delete Row
OK
Cancel
Approp
Help

Fields:

Bond—when clicked, this control will list the bond mof(s) from this project on the Capital Outlay Act. The user selects the appropriate bond mof for the funding request type being processed.

Old Priority—lists the bond priorities from the Capital Outlay Act for the project/bond mof selected.

New Priority—this field is used when the funding request type is Bond Priority Change. The user will select the new bond priority from the selection in the drop down list.

Bond Amount—used for Bond Priority Change funding request type only. User enters the amount of the bond that will be subject to the priority change.

Bond Proceeds—this field is used when the funding request type is Bond Sale, Cash Line of Credit, Non Cash Line of Credit or NRP Bonds. The list is filtered by the funding request type being processed. Not used for Bond Priority Change.

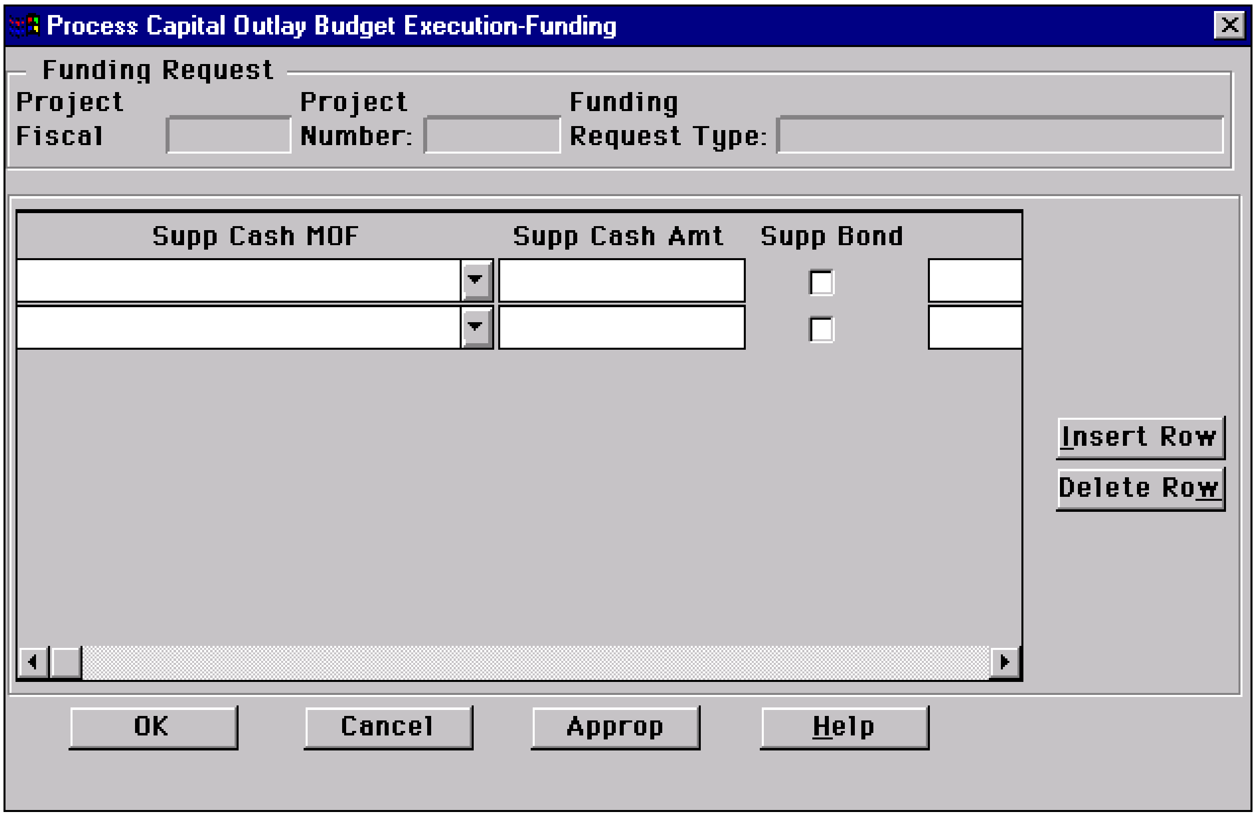
Bond Proceeds Amt—user enters the amount of the funding request for all bond funding request types except Bond Priority Change.

Command Buttons:

Insert Row—user clicks to insert row to enter additional mofs/funding detail lines.

Delete Row—deletes row that is highlighted after confirmation.

Funding Request types: Interest Earnings Supplemental, Interim Emergency Board Supplemental, Risk Management Supplemental, Supplemental Funding, and Supplemental Funding Transfer.



Fields:

Supp Cash MOF—user selects the desired means of financing from the drop down list.

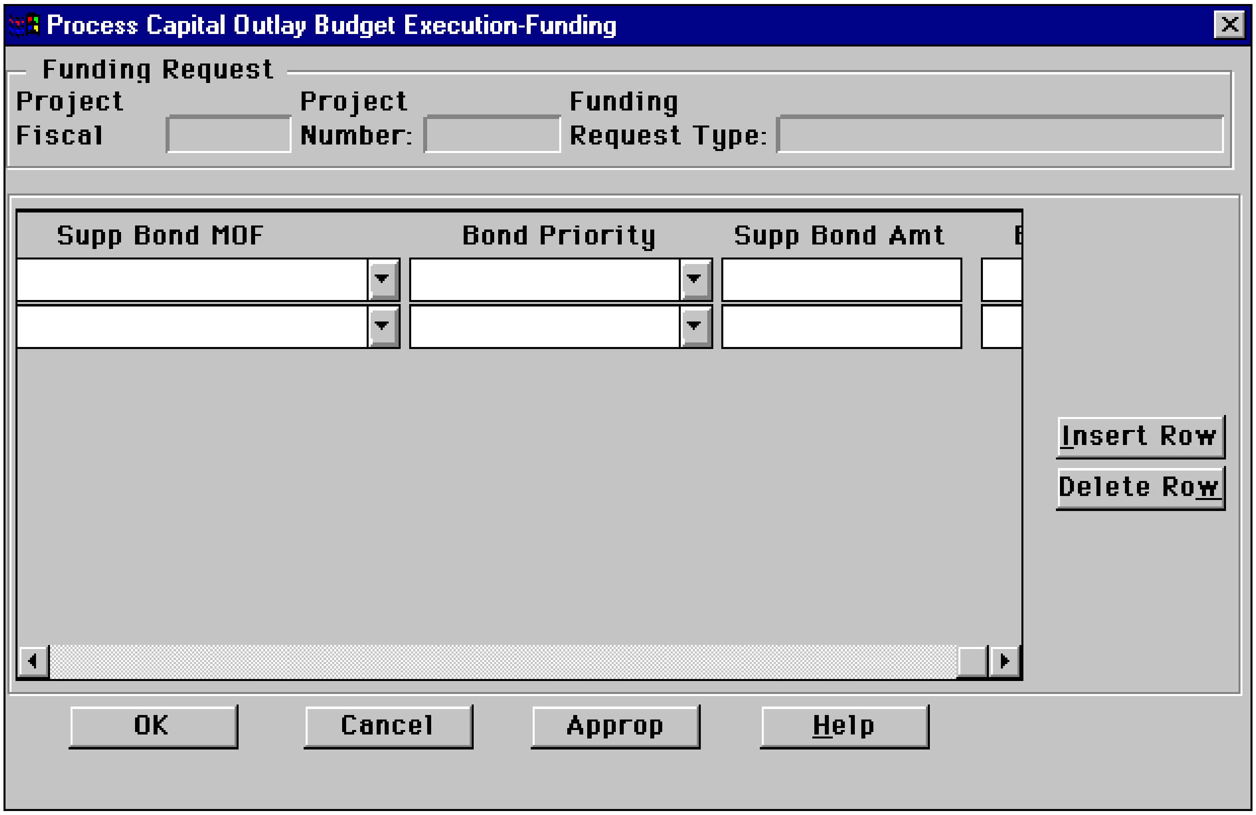
Supp Cash Amt—user enters the amount of the cash funding.

Supp Bond—user clicks to indicate supplemental funding or substitute funding will be a bond means of financing.

Command Buttons:

Insert Row—user clicks to insert a row to enter funding details.

Delete Row—user clicks to delete the row that is highlighted.



Fields:

Supp Bond MOF—user selects bond means of financing if Supp Bond field is checked.

Bond Priority—if means of financing is general obligation bonds or reimbursement bonds, user selects bond priority from drop down list.

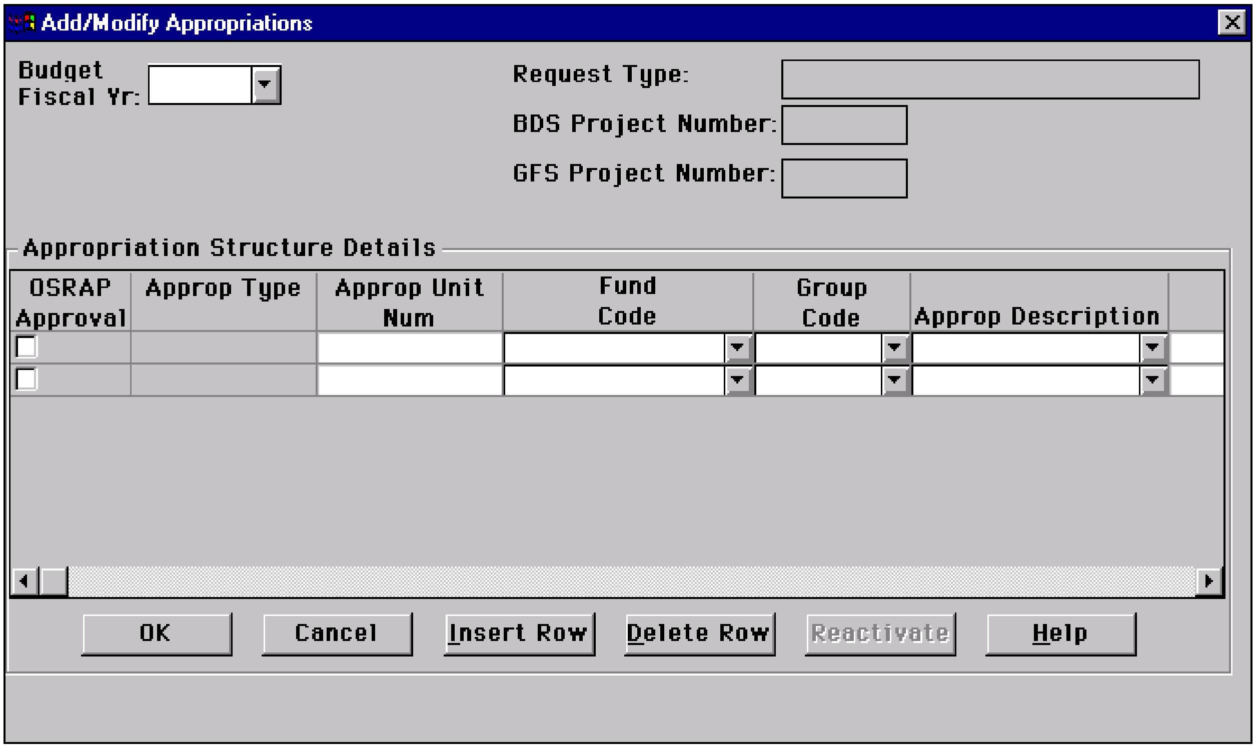
Supp Bond Amt—if means of financing is bond, user enters the amount of the funding request in this field.

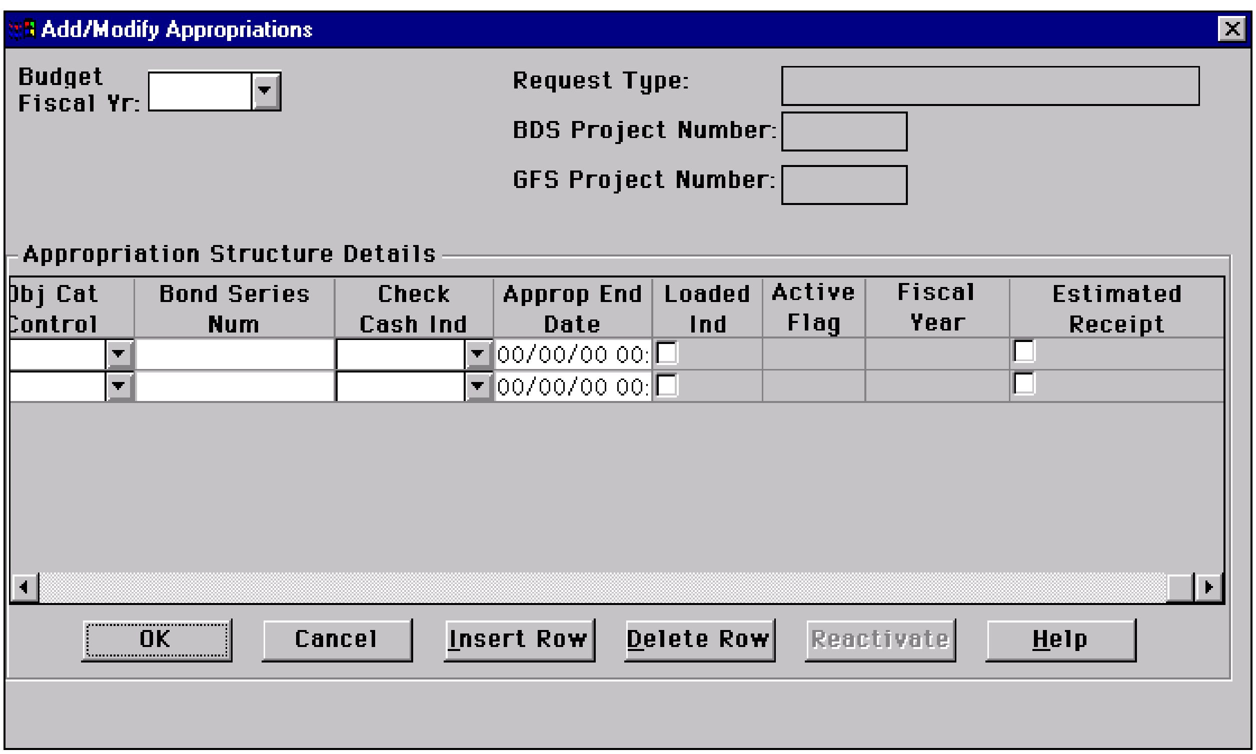
Command Buttons:

Insert Row—user clicks to insert a row to enter funding details.

Delete Row—user clicks to delete the row that is highlighted.

BUDGET EXECUTION--ADD/MODIFY APPROPRIATIONS





Purpose: Appropriation structure data needed to complete the AFS AP document interfaced to the state financial system is input on this window. Completed fields on this window infer other data on the AP document prepared by BDS. This window is opened via the ‘Approp’ command button on the Process Capital Outlay Budget Execution Funding window.

NOTE: If appropriation structure has been linked to a funding request on the Process Capital Outlay Budget Execution Funding window, this window will display the structure applicable to the funding request being added/viewed/modified. If no link has been made, no data will be displayed upon opening. Details are entered only by ‘Accounting’ users.

Fields: Budget Fiscal Year—When adding a new appropriation structure, this field will default to the current budget fiscal year. The user may select another fiscal year if needed.

Request Type—Inferred from the Process Capital Outlay Budget Execution window. Field is protected.

BDS Project Number—Inferred from the Process Capital Outlay Budget Execution window. Field is protected.

GFS Project Number—Inferred from the Process Capital Outlay Budget Execution window. Field is protected.

Check Box: OSRAP Approval—filled with an ‘X’ by OSRAP to indicate that they approve the appropriation structure.

Fields: Approp Type—defaults to ‘2’, which is continuing. Field is Protected.

Approp Unit Number—user enters three-digit appropriation number.

Fund Code—defaults based on agency administering the project, ie., fund code 075 is applicable to agency 115, while fund code 055 is applicable to agency 112.

Group Code—user selects group code based on the appropriation means of financing.

Approp Description—user selects the approp description. Choices in list are filtered based on group code selected.

Approp Long Name—user enters descriptive data up to 30 characters in length to name appropriation.

Budget Authority Option—defaults to 'N', 'A', 'E', or 'L' based on the group code selected. User may select another if appropriate.

Obj Cat Control—defaults to 'N'. Appropriations in Louisiana are not subject to control at the object category level.

Bond Series Number—If means of financing is bonds, the user enters the 5 digit bond series number for a bond sale, LOC for line of credit, or NCLOC for non cash line of credit. Field will be left blank for non bond mof's

Check Cash Ind—defaults to 'N' for capital outlay.

Approp End Date—defaults to 06/30/49. May be changed by user.

Check Box: Loaded Ind—BDS fills this box with an 'X' when appropriation has been loaded to AFS.

Fields: Active Flag—indicates whether appropriation is active or inactive. Default value is 'A'.

Fiscal Year—defaults to fiscal year selected. Field is protected.

Check Box: Estimated Receipt—checking this field limits the number of fields on the AP interfaced to AFS for a substitute funding request, specifically general fund for bonds, when the appropriation unit will remain the same in both systems. Checking this box allows only the estimated receipt field on the AP document to be passed to AFS.

Command Buttons:

OK—saves changes and/or additions to the database after confirmation and returns to the Req Funding window.

Cancel—Cancels changes on the window after confirmation and returns to the Req Funding window.

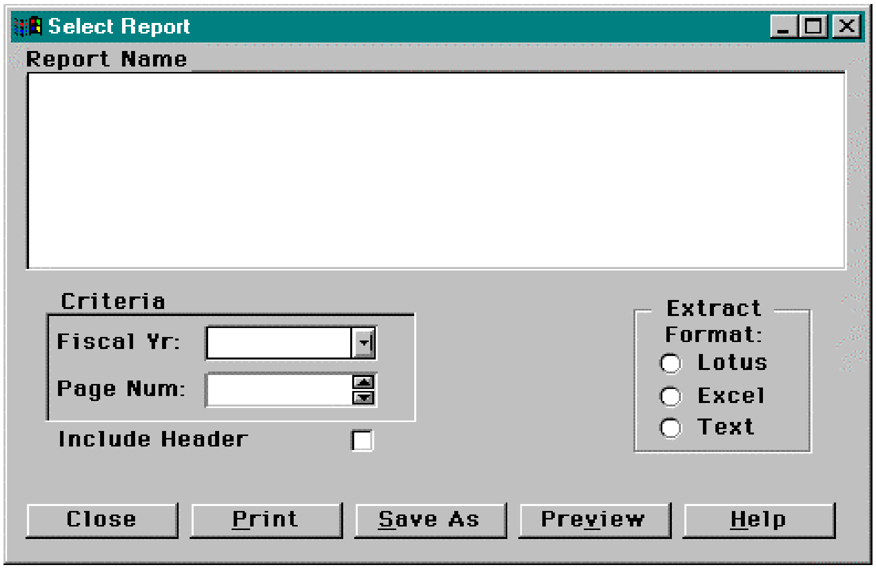
Insert Row—Inserts row to enable additional appropriation lines to be entered. If the funding request is not linked to an appropriation upon opening this window, the Insert Line command button will have to be clicked to create a line for data input.

Delete Row—deletes the row that is highlighted.

Inactivate/Reactivate— used to activate/inactivate an appropriation. If the appropriation line highlighted is an active appropriation, the command button will show 'Inactivate', if inactive, it will show 'Reactivate'.

Help—the help function is not available.

REPORTING-- SELECT REPORT



Purpose: This window allows the user to select reports for previewing, printing or saving as a Lotus, Excel, or Text extract format. The window is opened from the BDS Main Menu. Upon opening, the Report Name data window will be populated with the list of available reports.

Fields: Report List—displays available reports. User highlights selected report by clicking on the appropriate report line.

Fiscal Yr—user selects fiscal year for report. Default value is current fiscal year + one.

Page Number—some reports require the page number to be selected. The user may select a page number from the scrollable list.

Check Box: Include Header—if the user wants to save the report in an extract format, checking this box will include the column headers. The default value is No (unchecked).

Radio Buttons: Extract Format: Lotus/Excel/Text—allows the user to save the report as an extract in one of three formats. Default value is Text.

Command Buttons:

Close—closes the window and returns to the BDS Main Menu.

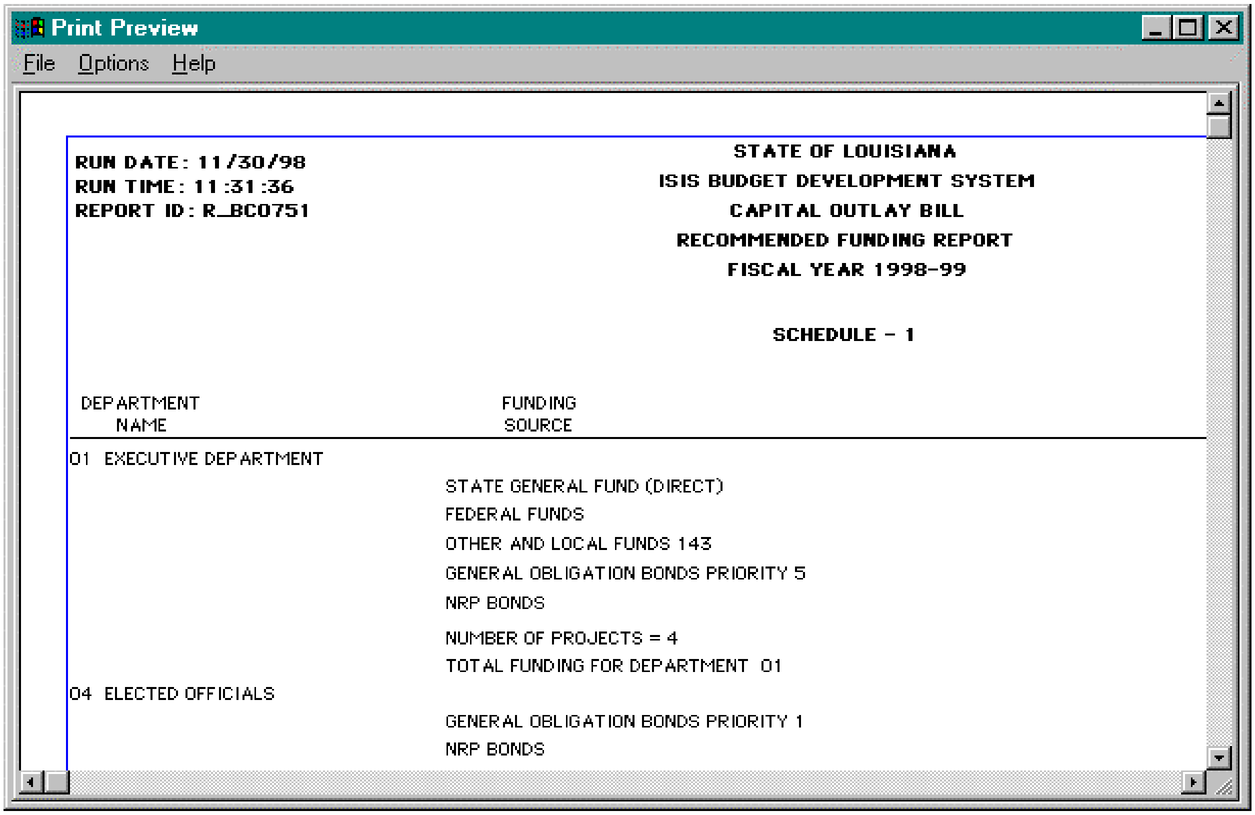
Print—prints the selected report.

Save As—saves the report in the selected extract format. When the user clicks on this control, a popup window will open for the user to select the drive and file name to which the extract will be saved.

Preview—opens the report preview window where the selected report will be displayed.

Help—this function has not been developed.

REPORTING--PRINT PREVIEW



Purpose: This window allows the user to view a report on line.

Drop Down Menus: Menu File—

Print Report—prints the previewed report and returns to the Select Report window.

Print Page—prints the report page currently being viewed.

Close—closes the window and returns to the Select Report window.

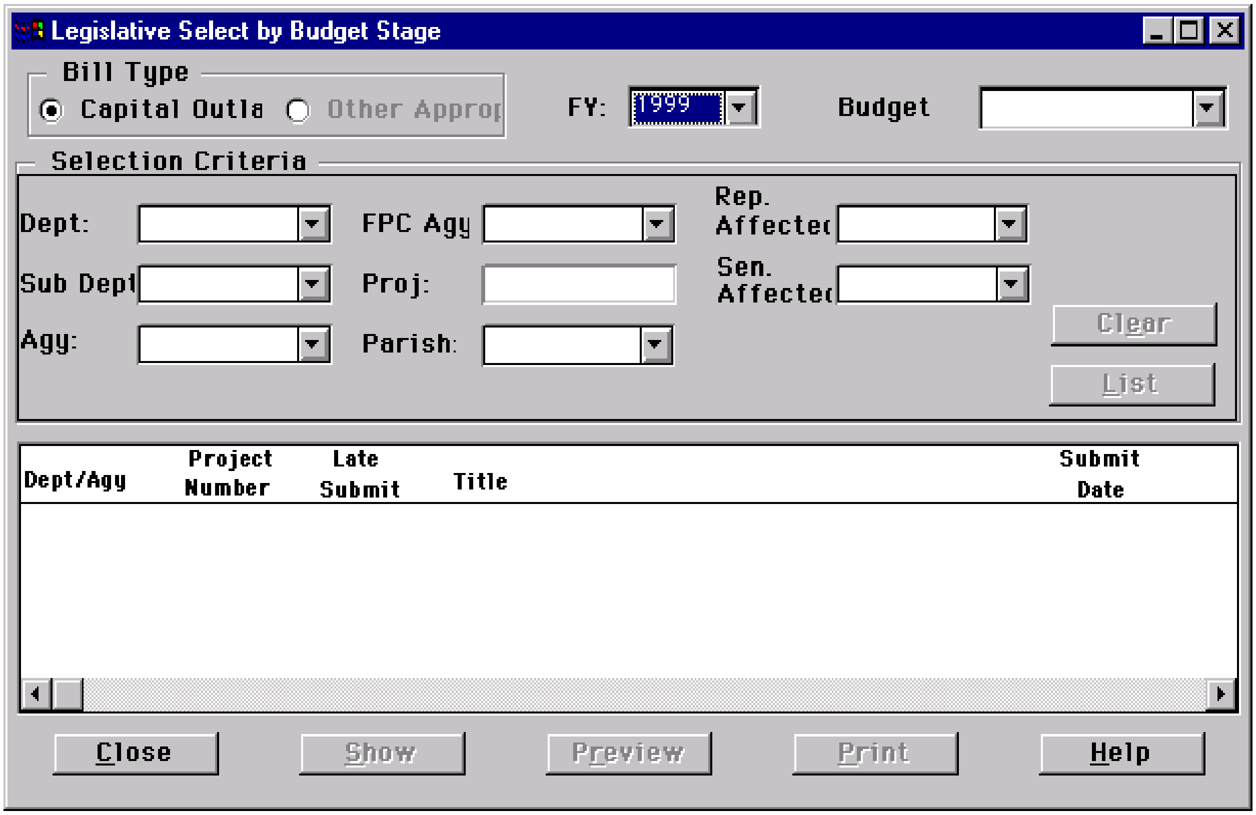
Save As—allows the user to select the format (test, lotus, excel), enter or select a file name/location, and save the previewed report.

Options—
Show Ruler/Hide Ruler—clicking 'Show Ruler' shows the ruler at the top and left side of the previewed report. Clicking 'Hide Ruler' hides the ruler.
Zoom In/Zoom Out—clicking 'Zoom In' reduces the font size and displays the entire page of a report. 'Zoom Out' displays the report in actual size which allows only about half a page to display. It is necessary to use the scroll bar to see the right/left side of the page.
Include Header—allows the user to include the report headers when the report is saved in a specified format.

Help—the help function has not been developed.

ADHOC USERS

AD HOC USERS-- LEGISLATIVE SELECT BY BUDGET STAGE



Purpose: This window is opened by the legislative user from the Capital Outlay Main Menu to view capital outlay projects. These windows are populated from an alternate view database that was created specifically for legislative reporting and viewing. The database is populated when the FPC analyst 'commits' the point in time data. The user will enter selection criteria that will filter project selection at a number of levels.

Radio Button: Bill Type—defaults to Capital Outlay. Currently Capital Outlay is the only appropriation type in the BDS system.

Fields: Fiscal Year—defaults to fiscal year being budgeted. User may select the desired fiscal year from the drop down list.

Budget Stage—from the drop down list, legislative user selects the view from which the project data will be retrieved. The view is one of nine tables in an alternate view database that contain point in time data from the capital outlay budgeting process.

NOTE: A budget stage must be selected to enable the fields in the Criteria data window.

Dept—user may select the department from the drop down list to filter project data retrieval.

Sub Dept—user may select the sub department if applicable for the department previously selected.

Agency—user may select the agency from the drop down list to further filter the project data retrieval.

FPC Agency—a further filter of agencies for specific department/agency combinations.

Proj—user may specify project by entering the bds request number.

Parish—user may select projects from a particular parish by selecting from this drop down list.

Command Buttons:

Clear—clears the selection criteria from the fields.

List—retrieves and displays projects based on the selection criteria entered.

Close—closes the window and returns to the BDS menu.

Show—opens the View Request window and displays details for the project highlighted by the user in the list.

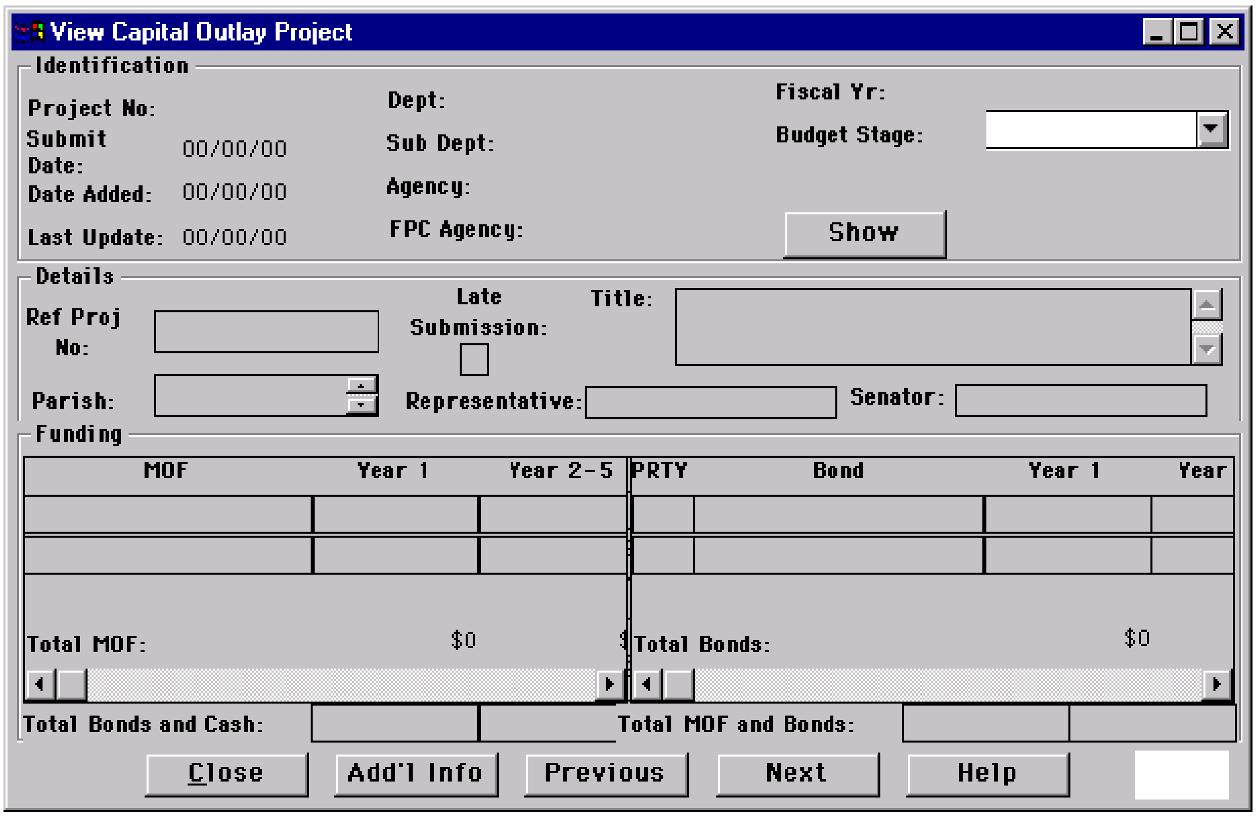
Preview—allows the user to preview report with details for all the projects listed in the data window. This report has not been designed.

Print—allows the user to print a report with details of the projects listed in the data window. This report has not been developed.

Help—help function has not been developed.

ADHOC USERS--VIEW CAPITAL OUTLAY PROJECT

View of window when Budget Stage = Preliminary Recommended, Executive Budget, Original Bill, Enacted, Supplemental Bill, or Supplemental Enacted.



Purpose: This window displays details for the request/project selected on the Legislative Select by Budget Stage window.

Fields: Project Number—BDS request/project number inferred from the selection on the Legislative Select by Budget Stage window.

Submit Date—date capital outlay request/project was submitted by the requesting agency for consideration.

Date Added—if this project was submitted by the November 1 deadline, the submit date and the date added will be the same.

This field is intended to highlight requests/projects that were submitted late and received special approval to be considered.

Last Update—date the project was last updated with changes. This date would allow the user to determine changes made from one budget stage to the next.

Dept—submitting department.

Sub Dept—sub department, if submitting department has sub departments.

Agency—submitting agency.

FPC Agency—Facility Planning and Control breaks down agency to further define submitter.

Fiscal Year—fiscal year passed from the opening window.

Budget Stage—budget stage passed from the calling window. The user may also select a different budget stage on this window that would allow him to see changes in the request/project details from one stage to another without returning to the select window.

Command Button: Show—if the user selects another budget stage, clicking this command button would retrieve and display request/project details for the selection.

Data Window: Funding—this data window contains the funding details for the selection. Cash mof funding details are displayed on the left, while bond mof funding details are displayed on the right. A scroll bar is located at the bottom of the field to allow the user to scroll left and right to display funding details for years 2-5.

Command Buttons: Close—closes the window and returns to the Legislative Select by Budget Stage window.

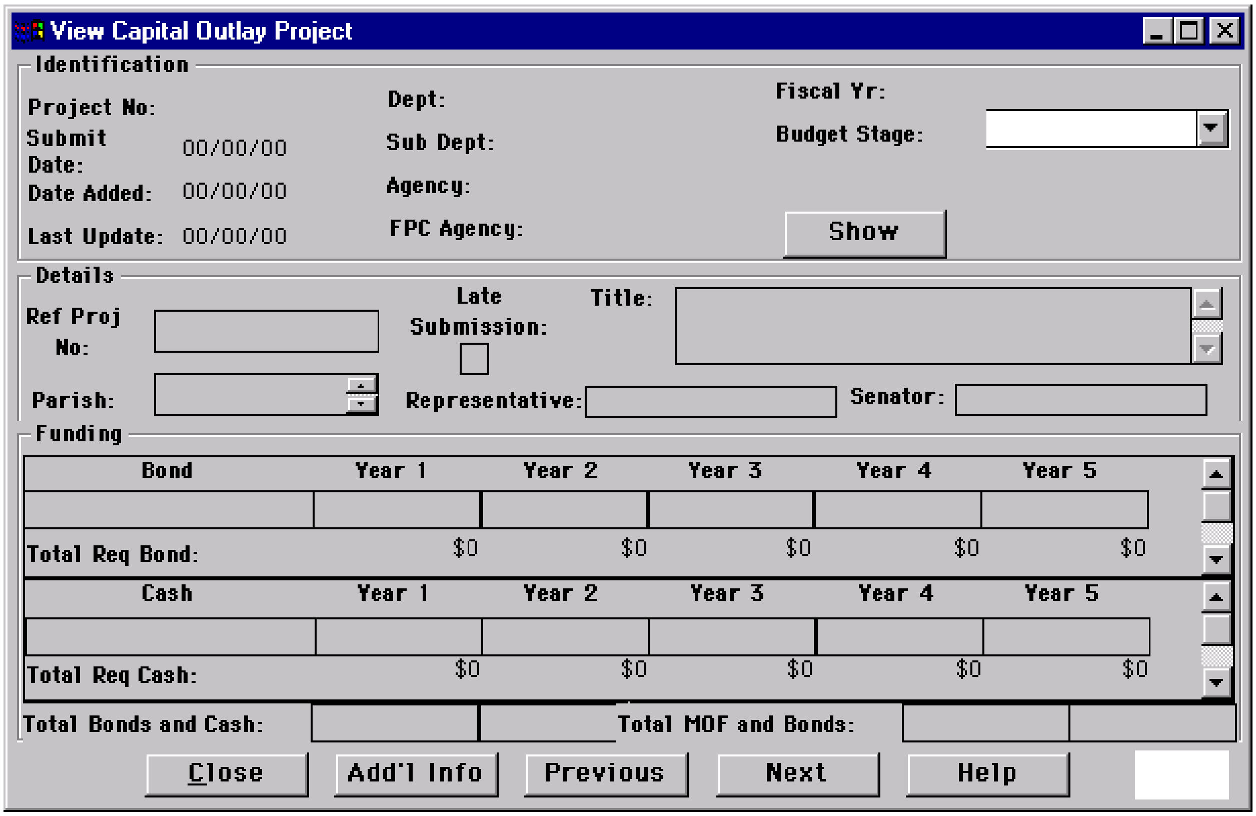
Add'l Info—opens the Additional Information window which will display more data for the selected request/project.

Previous—if more than one request/project was listed when the List command button was clicked on the select window, and the request/project currently being viewed is not the first one in the list, clicking on this command button will retrieve and display details for the request/project listed immediately before the one currently being viewed.

Next--if more than one request/project was listed when the List command button was clicked on the select window, and the request/project currently being viewed is not the last one in the list, clicking on this command button will retrieve and display details for the request/project listed immediately after the one currently being viewed.

Help—has not been developed.

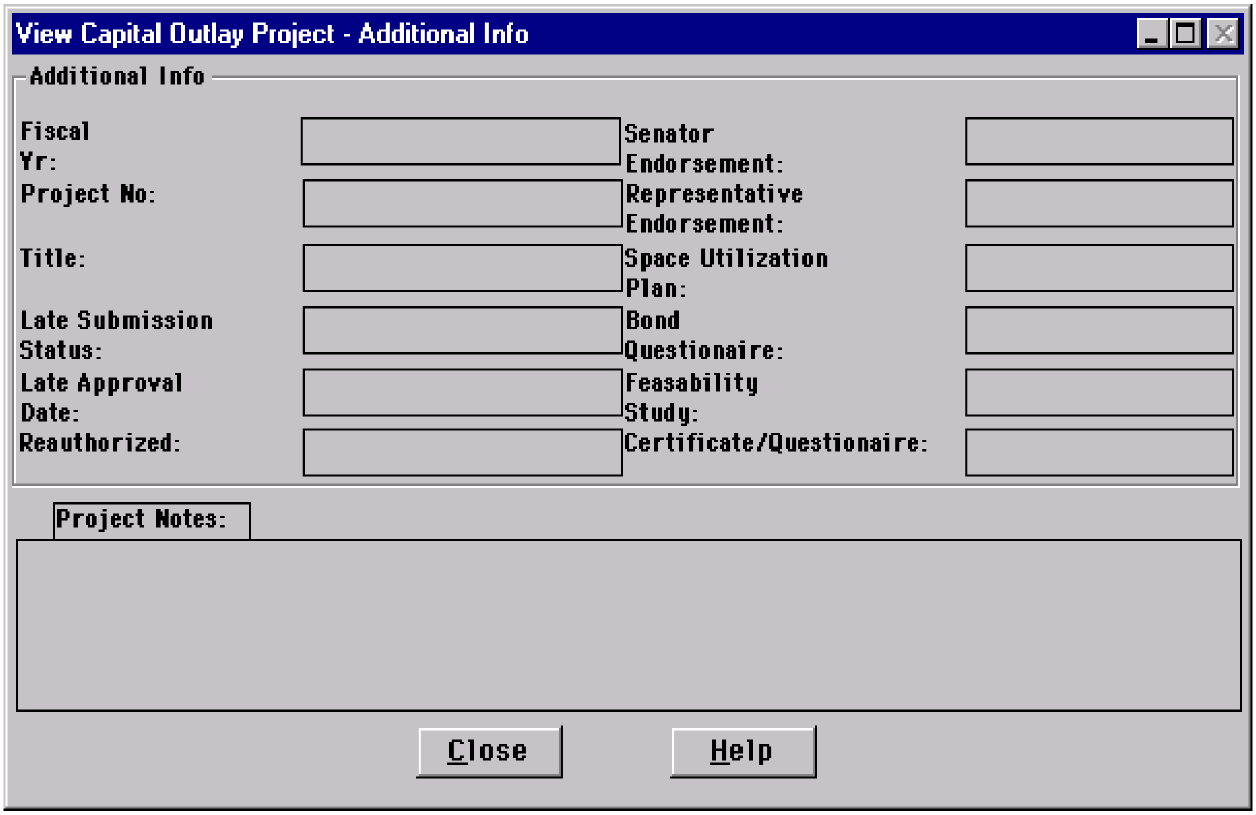
View of window when Budget Stage = Timely Requests, Late Requests, or Updated Requests



This view of the window displays requested funding details.

Funding—displays requested funding means of financing and amounts. Bond mof's and amounts are shown at the top, while cash mof's and amounts are shown at the bottom of the Funding data window.

ADHOC USERS--VIEW CAPITAL OUTLAY PROJECT ADDITIONAL INFO



Purpose: This window provides additional details for the request/project being viewed

Fields: Fiscal Year—project fiscal year inferred from the opening window.

Project Number—request/project number of the project being viewed. Inferred from the opening window.

Title--title of the request/project being viewed.

Late Submission Status—if the request was submitted 'late', the status of the request/project.

Late Approval Date—if the request was submitted late, the date the request/project was approved for consideration is displayed.

Re-authorized—Indicates whether request/project is an existing project from a previous year being re-authorized.

Senator Endorsement—if request/project submitted by a non-state agency, the senate endorsement will be displayed.

Representative Endorsement—if request/project submitted by a non-state agency, the representative endorsement will be displayed.

Space Utilization Plan—indicates whether space utilization plan was submitted with request/project.

Bond Questionnaire—indicates whether bond questionnaire was submitted with request/project.

Feasibility Study—indicates whether feasibility study was submitted with request/project.

Certificate/Questionnaire—if request/project submitted by a non-state agency, indicates whether local funding information was submitted.

Project Notes—notes entered by the Facility Planning and Control analyst on the Maintain Capital Outlay Request window.

Command Buttons: Close—closes the window and returns to the calling window.

Help—help functionality has not been developed.